

## Fiscal Year 2011-2012 Third Quarter Financial Status Report

County of San Luis Obispo

### Introduction

In accordance with the Board's adopted policy related to Ongoing Budget Administration, this Third Quarter Financial Report provides an overview of the County's financial position at the end of the third quarter of Fiscal Year 2011-12. The third quarter timeframe is January 1, 2012 through March 31, 2012.

The Third Quarter Financial Status Report is organized in the following eight sections:

**Section 1** - Provides an overview of the County's financial position at the end of the third quarter. A brief summary of noteworthy financial or operational issues by fund center is also provided. Comments are not provided for fund centers reporting no issues in the third quarter.

#### **Board Policy: Ongoing Budget Administration**

It shall be the responsibility of the County Administrative Officer to submit Quarterly Financial Status Reports to the Board of Supervisors. These reports shall provide a projection of expenditures and revenues, identifying projected variances. They may also include recommendations and proposed corrective actions which may include mid-year reductions.

**Section 2** - Provides a big picture analysis of third quarter revenue receipts by category (e.g., taxes, charges for services, etc.) and fund (e.g., General Fund, Road Fund, etc.) as well as a review of contingency, designation and reserve activity.

**Section 3** - Provides a listing of all personnel changes approved by the Board of Supervisors during the third quarter.

**Section 4** - Provides miscellaneous financial items for the Board's consideration, such as requests from departments for acceptance of gift funds and donations, requests for relief from accountability, miscellaneous budget adjustments, and a request from the General Services Agency to declare vehicles surplus and authorize their disposal.

**Section 5** - Provides an update on the Capital Improvement Projects (CIP) managed by the General Services Agency and Public Works Department.

**Section 6** - Provides an update on all County projects funded with American Reinvestment and Recovery Act (ARRA) funds through the end of the third quarter of FY 2011-12.

**Section 7** - Provides the annual Debt Review from the Auditor-Controller. The report confirms that the County is in compliance with legal debt limitations and comments on the County's overall debt.

**Section 8** - Provides an update on the implementation of the 2011 Public Safety Realignment Plan approved by the Board of Supervisors on October 11, 2011.

## Section 1: Overview of Financial Position

The table to the right compares the current year and prior year third quarter expenditures and revenues for all funds and the General Fund.

Expenditure and revenue patterns for the third quarter are similar to those in the third quarter of FY 2010-11. For All Funds, both expenditures and revenues are higher compared to the third quarter of last year. General Fund expenditures are flat with the prior year, and General Fund revenues are slightly higher than the prior year, ending the third quarter at 58% of budget. The revenue realization rates shown in the tables at right are typical for the third quarter due to the time lag involved in billing cycles and receipt of reimbursements, and because some of the largest revenue sources are historically realized closer to the end of the fiscal year.

Expense & Revenue All Funds Comparison		
	3 <sup>rd</sup> Quarter FY 2010-11	3 <sup>rd</sup> Quarter FY 2011-12
Expenditures	56%	60%
Revenue Realized	52%	57%
Expense & Revenue Gen. Fund Comparison		
	3 <sup>rd</sup> Quarter FY 2010-11	3 <sup>rd</sup> Quarter FY 2011-12
Expenditures	66%	66%
Revenue Realized	57%	58%

### Noteworthy Issues Identified in the Third Quarter:

**Department:** Court Operations  
**Fund Center:** 143  
**Issue:** Lower than budgeted contribution to General Fund  
**Potential GF Impact:** \$320,000

At the end of the third quarter, the Court Operations fund center is projected to end the year with a General Fund contribution that is approximately \$320,000 less than budgeted. This is the result of shortfalls in revenue from County Motor Vehicle Criminal Fines, State Penalty Assessments, and Traffic School fees.

This budget funds the continuing County obligations to the California Superior Court under the 1991 Trial Court Funding Act. The two main expenditure items in this budget are the State mandated Maintenance of Effort (MOE) and facility cost paid to the State Administrative Office of the Courts pursuant to the terms of the court transfer agreements finalized in 2009.

Revenue in this budget is received from a variety of court-related fees, fines and penalties. In most years, revenue after covering expenditures is budgeted as a contribution to the County General Fund. The actual amounts received depends on the number and mix of cases heard by the Courts, as well as the discretion of Judges, which may waive any or all fees, fines and penalties assessed to defendants in their Court.

**Department:** Public Defender  
**Fund Center:** 135  
**Issue:** Greater than budgeted expense and revenue shortfall  
**Potential GF Impact:** \$575,000

The Public Defender budget funds the State and constitutionally required legal defense services for indigents accused of crimes that the County is legally required to pay for. At the end of third quarter, the Public Defender budget is projected to end the year approximately \$575,000 over its

budgeted level of General Fund support, due to both a projected revenue shortfall and greater than budgeted expenditures.

Revenue is projected to end the year approximately \$375,000 under budget due to two factors. First, it is anticipated that revenue from adult defendant reimbursement fees will end the year

\$252,000 under budget. This revenue source has been declining as a result of two factors: (1) The revision of the fee schedule in 2009, which has resulted in a lower assessed dollar value per case; and (2) the general decline in the crime rate, which has reduced the total number of cases. The remainder of the overall revenue shortfall is due to a projected decline in reimbursement revenue from the State for the defense of crimes committed at the California Men's Colony (CMC) and the Atascadero State Hospital (ASH) and representation of Mentally Disordered Offenders paroled to ASH.

Expenditures are projected to end the year approximately \$200,000 over budget. This overage is due to the major multiple-defendant murder trial currently making its way toward the trial phase. A total of \$300,000 of expenditure appropriation was carried forward into the current year for this expense. As of the end of March, a total of almost \$400,000 has been spent on this trial. Staff is requesting a budget adjustment of \$200,000 in additional General Fund expense to ensure sufficient expenditure appropriation through the end of the fiscal year. Any unused expenditure appropriation will be carried forward into the next fiscal year to offset the continuing cost of this case.

**Department:** Law Enforcement Medical Care (LEMC)  
**Fund Center:** 184  
**Issue:** \$110,451 worth of unbudgeted medical expenditures  
**Potential GF Impact:** None

Throughout the fiscal year, the jail population has increased by 12%, from an average of 638 inmates in the first quarter to an average of 713 inmates in the third quarter. This increase is largely attributed to the enactment of AB 109, which transferred responsibility for incarcerating or supervising certain offenders from the State to counties.

To fund the expected increases in expenditures associated with AB 109, the Board previously approved an appropriation increase for LEMC in the amount of \$65,610. However, the actual number of inmate days resulting from AB 109 through the end of the third quarter is more than double the amount that was assumed in the AB 109 plan presented to the Board in October 2011 (i.e. 14,904 actual AB 109 inmate days compared to the expected 7,290 inmate days). It is estimated that by year end, AB 109 costs will total \$205,000, which is almost \$140,000 more than the amount initially estimated in the plan approved by the Board in October 2011. This amount is based on an estimated cost of approximately \$7.50/inmate/day. To ensure adequate appropriations, the Health Agency is requesting a budget adjustment to transfer \$110,451 in AB 109 revenue from Fund Center 139 - Probation Department to Fund Center 184 - LEMC, to fund the unbudgeted AB 109 medical care costs in the jail. The remaining \$29,549 in AB 109 expenditures will be covered with salary savings in the LEMC budget. There are no service level impacts associated with the transfer of AB 109 funds from the Probation Department, as the funds being transferred are savings that have been realized due to the timing of the startup of planned AB 109 programs. The Health Agency will work with the County Community Corrections Partnership to determine the best approach to tracking actual AB 109 expenditures for LEMC (versus relying on estimated costs) going forward.

**Department:** Social Services - Admin  
**Fund Center:** 180  
**Issue:** \$ 523,000 greater than budgeted expense  
**Potential GF Impact:** None

At the end of the third quarter, looking at the combined financial status of the Department of Social Services (DSS) four fund centers, it is projected that the department will end the year \$1.37 million below its budgeted level of General Fund support due to a combination of significant

salary and benefit savings, as well as the receipt of unanticipated revenue.

Despite the overall projected savings at year end, the Department continues to report that costs for In Home Supportive Services (IHSS), which provides domestic and personal care services to elderly, blind and disabled persons, have run higher than budgeted, and that this expenditure could exceed budgeted levels by as much as \$523,000 (13.5%) over the budgeted \$3.86 million for the County's share of IHSS by year end. The increase is driven by an increase in participant care hours over the prior year.

In the second quarter, the department reported that effective February 1, it was adding an additional step of review to the process for approving increases to authorized IHSS care hours. Under the new process, requests for increased hours now go through a two-step review, which provides an additional check to ensure that increased hours are warranted. In addition, new case authorizations must now be approved by supervisory staff. At the end of the third quarter, the department reports that this new review process has had some impact—reducing the average number of hours authorized per case from a high of 105.9 hours in January to 104.8 hours in March. Given that the new review process has only been in effect for a few months, it is likely that the impact of these mitigation efforts has not yet been fully realized. The department will provide another update in the fourth quarter report.

**Department:** Airports  
**Fund Center:** 425  
**Issue:** Reduced revenue due to a decline in enplanements  
**Potential GF Impact:** None

In the second quarter, it was reported that both operational revenues and expenditures were coming in under budget, and that expenditures would exceed revenues at year end. As of the end of the third quarter, this trend is continuing, and Airport management projects that at year end, operational expenditures will exceed revenues by approximately \$58,200.

The projected expenditure/revenue gap is due to several decreased revenues, including fuel flow fees, federal funding for airport security, and decreased rental revenue. In addition, a reduced number of enplanements compared to the prior year contributes significantly to the decline in revenues. Enplanements through the third quarter of the current fiscal year have declined 2.5% compared to the same period last year. In June of 2011, US Airways downgraded two of three 90-seat flights per day to 50-seats. This downgrade was the result of a contract change in another market that forced US Airways to move the larger jets to other locations. The larger jets are expected to return to San Luis Obispo sometime after July 1, 2012. Airport management continues to work with the airline to increase capacity to previous levels. The following table shows enplanement numbers from FY 2007-08 to present, along with annual percentage changes in enplanements:

FY	Q1	Q2	Q3	Q4	Cumulative	% Change
2007-08	51,343	48,784	38,794	43,364	182,285	
2008-09	42,697	32,566	26,866	30,619	132,748	-27%
2009-10	32,968	30,873	27,645	33,666	125,152	-6%
2010-11	36,301	36,128	30,496	36,984	139,909	12%
2011-12	35,631	34,493	30,185			-2.5%*

\* Compares the first three quarters of FY 2010-11 to the first three quarters of FY 2011-12.

Although enplanements and Airport revenues show a slight decrease, the overall fiscal health of the Airport has improved from prior fiscal years. Improvements to the Airport parking areas,

including electronic payment kiosks were completed in the third quarter and are anticipated to result in increased parking revenues. Maintaining and expanding commercial air service is essential to improving the Airport's fiscal position. Updates will be provided in future quarterly reports.

## Section 2: Status of Funds, Contingencies and Reserves

The Auditor-Controller's Office has prepared the following schedules that are attached at the end of this section:

- Schedule 1: Comparative Statement of County Funds - Revenue Status
- Schedule 2: Comparative Statement of Contingencies and Reserves
- Schedule 3: Revenues and Expenditures by Functional Area (attached for informational purposes only; no discussion is included)

These schedules are the focus of the following discussion. Generally, comments are limited to material deviations from the prior year or from what would appear to be normal performance.

### Schedule 1: Comparative Statement of County Funds - Revenue Status

#### A. Summary

Total budgeted revenues for all funds are \$504 million. At the end of the third quarter, \$287.2 million or 57% of estimated revenues were realized, compared to 52% for the same period in the prior year. Taxes and government aid do not follow even monthly flows.

#### B. Specific Comments - Revenue Status by Type

Taxes-Current Property: Collections of property tax revenue were 67% at the end of the third quarter, compared to the prior year's realization rate of 68%.

Taxes- Other than Current Property: At the end of the third quarter, 61% of estimated revenue was realized, compared to 58% in the prior year. Included in this revenue classification are Transient Occupancy Tax (Bed Tax), Property Transfer Tax, Property Tax In-Lieu of Sales Tax and Property Taxes In-Lieu of Vehicle License Fees. The majority of these revenue sources are expected to meet budget. At this time no sales tax related to the two solar plants currently under construction has been received.

Licenses and Permits: The amount realized is 60% of estimates compared to last year's realization rate of 68%. Revenue sources in this class include Franchise Fees, Plan Check Fees and Land Use Permits. Overall, the revenue in this class is lower by \$493,000 compared to last year, which is due to a timing difference in the receipt of Franchise Fees. Last year's Franchise Fees were received in March and this year's were not received until April.

Fines, Forfeitures and Penalties: The amount realized is 57% compared to last year's realization rate of 49%. A settlement of \$500,000 received in August accounts for most of the difference between fiscal years.

Revenue – Money and Property Use: Realized revenue in this class is 201% compared to the 43% realization rate in the prior year. This is largely the result new contracts for right of way access with two telecommunications carriers. This revenue was not budgeted in the current year but will be budgeted going forward. Total interest revenue earned by the General Fund was \$94,173 compared to \$55,910 in the same quarter prior year. The average rate of return during the third quarter was .4773% compared to .3350% in the prior year.



Aid from Government Agencies: The amount realized is 51%, compared to 45% for the prior year. Aid from government agencies does not follow even monthly revenue flows but catches up in the third and fourth quarters. There are a number of variances from the prior year including the timing of transfers and accrual reversals. Some of these differences result in increased revenue and some in decreases, but most are expected to even out before the end of the fiscal year.

Charges for Current Services: The amount realized is 62%, compared to 65% in the prior year. Overall, revenue in this class is less than the prior year by \$6.07 million. The main reasons for the difference are Road Impact Fees, due to payments received in the prior year related to a large project in Nipomo, and Sheriff's Court Security Billings which are no longer accounted for in this revenue class as that revenue is part the of the State's 2011 Realignment and is included in the Aid from Government Agencies class.

Other Revenues: The amount realized in this class increased by \$1.439 million over the prior year. This was due mainly to the sale of County owned property in California Valley.

### **C. Specific Comments - Revenue by Fund**

General Fund: The General Fund realized 58% of estimated revenue as of the end of the third quarter, compared to 57% in the same quarter last year.

Road Fund: The Road Fund realized 44% of estimated revenue in the period compared to 23% in the prior year. This is mainly a timing issue as revenue is recognized as projects progress.

Public Facility Fees: The Public Facility Fee Fund realized 79% of revenue in the current fiscal year, compared to 88% in the prior year. Actual revenue decreased approximately \$107,000 from the prior year, reflecting the decrease in building permits issued for new construction.

Countywide Automation Replacement: Revenue realized in the current year is 52% compared to 37% in the prior year. This is mainly due to \$842,000 received for new contracts for right of way access with two telecommunications carriers. This revenue was not budgeted in the current year but will be budgeted going forward.

Impact Fees – Traffic: Revenue was realized at 93% in the current year compared to the prior year when 95% was realized in the period. This revenue source is based on building permit activity within Road Improvement Areas of the County.

## **Schedule 2: Comparative Statement of Contingencies and Reserves**

### **A. Contingencies**

During the third quarter, \$15,000 of General Fund Contingencies was transferred to County Counsel to cover the costs of outside counsel. Through the end of the third quarter, \$490,000 worth of General Fund Contingencies has been used.

As of the end of the third quarter, the balance in General Fund Contingencies is \$14,077,086.

### **B. General Reserves**

The Government Code provides that General Reserves may not be used during the operating year unless the Board of Supervisors deems that there is a state of emergency. Since no emergency has existed to date, all balances of General Reserves are as adopted.

### **C. Designations and Other Reserves**

The Board of Supervisors may choose to designate portions of available funding for a specific future purpose. Such designations reflect tentative plans, which are subject to change. It is this flexibility that distinguishes designations from reserves. During the third quarter, the following changes were made to designations:

(\$1,048,000) CAPITAL PROJECTS FUND: A \$1,018,000 appropriation increase for the Juvenile Hall expansion project, and a \$30,000 appropriation increase for a groundwater contamination mitigation assessment at the Los Osos Landfill.

(\$58,000) LIBRARY FUND: To increase appropriation by \$158,000 for the Atascadero Library expansion. There was a return of \$100,000 to the designation for a donation from the Friends of the Atascadero Library.

### **Schedule of Appropriation Transfers under the Auditor's Authority**

By resolution, the Board of Supervisors has authorized the Auditor-Controller to approve appropriation transfers between all object levels within the same budget unit. The resolution also directed that such transfers be reported to the Board on a quarterly basis.

The following transfers were made under the Auditor's Authority during the third quarter of FY 2011-12:

Road Fund – Fund Center 245: Transferred \$1,082,953 from Capital Projects to various Services and Supplies accounts for expenditures related to chip seal projects. The chip seal projects are considered maintenance projects but were originally budgeted as Capital Projects.

Behavioral Health – Fund Center 166: Transferred \$500,000 from Salaries and Benefits to Services and Supplies to cover expenditures for Locum Tenens Psychiatrists.

Animal Services – Fund Center 137: Transferred \$4,776 from Capital Outlay to Services and Supplies to cover expenditure for a new dryer. The expenditure was under the threshold to qualify as a capital expenditure.

Animal Services – Fund Center 137: Transferred \$7,000 from Capital Outlay to Services and Supplies to cover expenditures for water tender/trailers. The items were significantly less than the amount approved for their purchase and did not qualify as capital expenditures.



COMPARATIVE STATEMENT OF COUNTY FUNDS- REVENUE STATUS  
For the Nine Month Period Ended March 31, 2012 and 2011

Revenue Status by Class	2011-12	Amount		2010-11	Amount	
	Amount	Realized		Amount	Realized	
	Budgeted	03/31/12	%	Budgeted	03/31/11	%
TAXES - CURRENT PROPERTY	\$ 100,089,158	\$ 67,414,364	67 %	\$ 100,898,240	\$ 69,086,157	68 %
TAXES - OTHER THAN CURRENT PROPERTY	45,426,300	27,556,460	61 %	44,165,700	25,613,814	58 %
LICENSES AND PERMITS	7,833,066	4,735,716	60 %	7,649,519	5,228,096	68 %
FINES, FORFEITURES AND PENALTIES	6,114,587	3,490,565	57 %	6,128,116	2,998,930	49 %
REVENUE - MONEY AND PROPERTY USE	845,522	1,700,086 **	201 %	1,407,499	607,363	43 %
AID FROM GOVERNMENT AGENCIES	237,618,881	120,594,628	51 %	240,909,269	107,425,942	45 %
CHARGES FOR CURRENT SERVICES	31,529,946	19,647,252	62 %	38,235,453	24,716,036	65 %
OTHER REVENUES	31,045,083	17,770,798	57 %	32,243,562	16,331,732	51 %
OTHER FINANCING SOURCES	43,550,087	24,332,663	56 %	50,237,682	21,908,655	44 %
TOTAL REVENUES	<u>\$ 504,052,630</u>	<u>\$ 287,242,532</u>	<u>57 %</u>	<u>\$ 521,875,040</u>	<u>\$ 273,916,725</u>	<u>52 %</u>

Revenue Status by Fund	2011-12	Amount		2010-11	Amount	
	Amount	Realized		Amount	Realized	
	Budgeted	03/31/12	%	Budgeted	03/31/11	%
1000000000 General Fund	\$ 378,820,148	\$ 220,079,422 **	58 %	\$ 383,393,253	\$ 218,420,483	57 %
1100000000 Capital Projects	10,642,193	3,660,620 **	34 %	11,528,992	2,074,204	18 %
1200000000 Road Fund	52,465,402	23,139,864	44 %	66,892,662	15,122,833	23 %
1200500000 Community Devel Pgm	10,454,212	3,422,391	33 %	11,003,274	3,985,507	36 %
1201000000 Public Facility Fees	1,019,904	803,608	79 %	1,028,638	910,006	88 %
1201500000 Parks	7,847,881	5,274,126	67 %	7,773,549	4,999,065	64 %
1202000000 Co-Wide Automation Replacement	5,254,312	2,734,525	52 %	5,532,731	2,059,238	37 %
1202500000 Gen Gov Building Replacement	5,040,873	4,228,371	84 %	2,521,543	1,902,135	75 %
1203000000 Tax Reduction Resrv	3,035,109	2,313,032	76 %	1,000,000	1,275,441	128 %
1203500000 Impact Fee-Traffic	2,434,600	2,261,351	93 %	5,379,429	5,092,079	95 %
1204000000 Wildlife And Grazing	3,500	6,014	172 %	3,500	4,838	138 %
1204500000 Driving Under the Influence	1,412,707	1,082,906	77 %	1,550,121	1,103,068	71 %
1205000000 Library	7,939,609	5,284,162	67 %	8,520,322	5,538,110	65 %
1205500000 Fish And Game	20,000	16,801	84 %	20,000	8,543	43 %
1206000000 Organizational Development	512,166	373,826	73 %	40,000	4,025	10 %
1206500000 County Med Svcs Prog	6,005,451	4,111,663	68 %	3,484,006	2,841,463	82 %
1207000000 Emergency Med Svcs	820,400	520,674	63 %	912,300	536,736	59 %
1207500000 Cal Hlth Indig Prog	0	0	%	723,288	1,057	0 %
1208000000 Debt Service-Cert of Participation	2,250,163	2,240,662	100 %	2,986,432	2,664,847	89 %
1801000000 Pension Obligation Bond DSF	8,074,000	5,688,514	70 %	7,581,000	5,373,047	71 %
TOTAL REVENUES	<u>\$ 504,052,630</u>	<u>\$ 287,242,532</u>	<u>57 %</u>	<u>\$ 521,875,040</u>	<u>\$ 273,916,725</u>	<u>52 %</u>

\*\*Includes third quarter interest earnings of \$94,173 for the General Fund and \$22,862 for the Capital Projects Fund. The interest rate for the quarter was .4773%.

COMPARATIVE STATEMENT OF CONTINGENCIES AND RESERVES  
By Fund as of March 31, 2012

	2010-11 Final Budget	2011-12 Final Budget	As of 03/31/12	2011-12 Increase (Decrease)
Contingencies				
General Fund	\$ 14,489,051	\$ 14,567,086	\$ 14,077,086	\$ (490,000)
Community Devel Pgm	16,983	35,135	35,135	0
Parks	321,550	397,251	397,251	0
Driving Under the Influence	59,839	50,000	50,000	0
Library	220,000	47,389	47,389	0
County Med Svcs Prog	350	0	0	0
TOTAL CONTINGENCIES	<u>\$ 15,107,773</u>	<u>\$ 15,096,861</u>	<u>\$ 14,606,861</u>	<u>\$ (490,000)</u>

	2010-11 Final Budget	2011-12 Final Budget	As of 03/31/12	2011-12 Increase (Decrease)
General Reserves				
General Fund	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 0
Wildlife And Grazing	4,377	377	377	0
Driving Under the Influence	208,129	200,459	200,459	0
Library	94,690	74,690	74,690	0
Fish And Game	47,539	54,583	54,583	0
Organizational Development	389,366	396,052	396,052	0
TOTAL GENERAL RESERVES	<u>\$ 8,744,101</u>	<u>\$ 8,726,161</u>	<u>\$ 8,726,161</u>	<u>\$ 0</u>

## COMPARATIVE STATEMENT OF CONTINGENCIES AND RESERVES

By Fund as of March 31, 2012

Designations and Other Reserves	2010-11 Final Budget	2011-12 Final Budget	As of 03/31/12	2011-12 Increase (Decrease)
General Fund				
Co. Fire Equip. Replace	\$ 1,316,441	\$ 991,083	\$ 991,083	\$ 0
Internal Financing	4,859,876	5,423,419	5,343,419	(80,000)
Willow Rd Interchange	5,200,967	967	967	0
Capital Projects				
Detention Facilities	6,500,000	6,500,000	6,500,000	0
Facilities Planning	1,993,115	3,652,728	3,652,728	0
Juvenile Hall Bldg	2,750,000	2,750,000	1,732,000	(1,018,000)
LO Landfill Closure	454,445	415,445	385,445	(30,000)
Road Fund				
Future Road Projects	922,414	3,617,000	3,617,000	0
N. River Mine Reserve	83,000	83,000	83,000	0
Willow Rd Interchange	799,033	0	0	0
Public Facility Fees				
Reserve for County Fire	4,061,308	1,607,073	1,607,073	0
Reserve for General Gov't	307,541	807,454	807,454	0
Reserve for Law Enforcmnt	1,079,952	1,047,217	1,047,217	0
Reserve for Library	170,142	167,131	167,131	0
Reserve for Parks	1,443,429	1,391,518	1,391,518	0
Parks				
Lopez Park's Projects	60,000	60,000	60,000	0
Parks Projects	214,768	214,768	214,768	0
Co-Wide Automation Replacement				
Automation Replacement	8,176,794	8,964,861	8,383,021	(581,840)
Budget System Developm	770,274	770,274	770,274	0
Property Tax System	280,265	0	0	0
Gen Gov Building Replacement				
Gov. Building Rpl	6,082,482	9,437,795	11,157,795	1,720,000
Library - Cambria	0	156,376	156,376	0
Tax Reduction Resrv				
Desig-Prop Tax Litigation	797,952	797,952	797,952	0
Tax Reduction Reserves	4,841,989	11,326,531	11,326,531	0
Impact Fee-Traffic				
Improvement Fees	5,779,608	5,327,753	5,091,091	(236,662)
Wildlife And Grazing				
Wildlife Projects	207	5,589	5,589	0
Driving Under the Influence				
Systems Development	322,659	341,924	341,924	0
Library				
Atascadero Building Expan	203,940	163,131	105,131	(58,000)
Facilities Planning	1,215,628	977,510	977,510	0
Fish And Game				
Environmental Settlemt	18,110	15,502	15,502	0
Fish and Game Projects	88,788	86,087	86,087	0
Organizational Development				

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Countywide Training	1,199,042	1,324,919	1,324,919	0
County Med Svcs Prog				
Automation replacement	87,695	0	0	0
Debt Service-Cert of Participation				
Loan Payment Reserve	16,373	16,373	16,373	0
Pension Obligation Bond DSF				
Desig - POB Debt Service	<u>7,155,119</u>	<u>6,984,700</u>	<u>6,984,700</u>	<u>0</u>
TOTAL DESIGNATIONS AND RESERVES	<u>\$ 69,253,356</u>	<u>\$ 75,426,080</u>	<u>\$ 75,141,578</u>	<u>\$ (284,502)</u>

REVENUES AND EXPENDITURES BY FUNCTIONAL AREA  
For the Nine Month Period Ended March 31, 2012

Budget Units by Functional Area	2011-12 Budgeted Expenditures	Amount Expended 03/31/12	%	2011-12 Budgeted Revenues	Amount Realized 03/31/12	%
General Government						
100 BOARD OF SUPERVISORS	\$ 1,661,006	\$ 1,166,450	70 %	\$ 0	\$ 0	0 %
101 NON-DEPARTMENTAL REVENUES	5	0	0 %	144,233,098	92,812,224	64 %
104 ADMINISTRATIVE OFFICE	1,756,284	1,093,837	62 %	29,209	21,968	75 %
105 RISK MANAGEMENT	1,587,747	1,210,817	76 %	990,117	311,665	31 %
107 AUDITOR-CONTROLLER	5,447,502	3,265,629	60 %	1,352,648	462,724	34 %
108 TREAS-TAX COLL-PUBLIC ADM	2,999,213	2,041,023	68 %	1,396,753	817,988	59 %
109 ASSESSOR	8,682,871	5,704,635	66 %	207,216	21,352	10 %
110 CLERK/RECORDER	3,188,230	1,965,582	62 %	2,407,538	1,960,839	81 %
111 COUNTY COUNSEL	3,761,721	2,514,495	67 %	114,112	115,711	101 %
112 HUMAN RESOURCES	2,425,929	1,487,954	61 %	276,598	203,157	73 %
113 GENERAL SERVICES	12,506,221	9,300,099	74 %	5,153,768	4,021,707	78 %
114 INFORMATION TECHNOLOGY DEPARTMENT	10,594,050	7,462,498	70 %	2,128,948	1,544,420	73 %
201 PUBLIC WORKS SPECIAL SERVICES	4,446,894	1,493,746	34 %	2,882,904	615,955	21 %
266 COUNTYWIDE AUTOMATION REPLACEMENT	5,849,175	1,136,792	19 %	5,254,312	2,734,525	52 %
267 GEN GOVT BUILDING REPLACEMENT	1,513,192	446,642	30 %	5,040,873	4,228,371	84 %
268 TAX REDUCTION RESERVE	5,486,195	1,542,692	28 %	3,035,109	2,313,032	76 %
275 ORGANIZATIONAL DEVELOPMENT	585,212	196,252	34 %	512,166	373,826	73 %
290 COMMUNITY DEVELOPMENT PROGRAM	10,454,212	3,395,583	32 %	10,454,212	3,422,391	33 %
TOTAL General Government	<u>\$ 82,945,659</u>	<u>\$ 45,424,726</u>	<u>55 %</u>	<u>\$ 185,469,581</u>	<u>\$ 115,981,855</u>	<u>63 %</u>
Public Protection						
130 WASTE MANAGEMNT	\$ 835,709	\$ 546,517	65 %	\$ 126,645	\$ 48,766	39 %
131 GRAND JURY	138,038	92,732	67 %	0	0	0 %
132 DISTRICT ATTORNEY	14,330,065	9,722,095	68 %	5,637,295	2,305,940	41 %
134 CHILD SUPPORT SERVICES	4,766,004	3,453,638	72 %	4,729,492	2,695,690	57 %
135 PUBLIC DEFENDER	5,735,803	4,356,110	76 %	857,000	270,514	32 %
136 SHERIFF-CORONER	59,115,730	41,513,372	70 %	21,702,507	13,800,647	64 %
137 ANIMAL SERVICES	2,414,266	1,651,666	68 %	1,905,789	1,399,460	73 %
138 EMERGENCY SERVICES	2,127,568	1,249,666	59 %	1,956,191	990,009	51 %
139 PROBATION DEPARTMENT	18,474,628	12,085,803	65 %	9,527,408	5,422,668	57 %
140 COUNTY FIRE	17,106,639	7,754,652	45 %	5,694,248	3,151,417	55 %
141 AGRICULTURAL COMMISSIONER	5,420,705	3,569,334	66 %	3,299,112	663,592	20 %
142 PLANNING & BUILDING DEPARTMENT	12,769,889	7,942,953	62 %	6,145,581	3,865,387	63 %
143 COURT OPERATIONS	2,490,773	1,940,575	78 %	2,906,068	1,771,799	61 %
330 WILDLIFE AND GRAZING	3,500	67	2 %	3,500	6,014	172 %
331 FISH AND GAME	27,701	9,057	33 %	20,000	16,801	84 %
TOTAL Public Protection	<u>\$ 145,757,018</u>	<u>\$ 95,888,237</u>	<u>66 %</u>	<u>\$ 64,510,836</u>	<u>\$ 36,408,704</u>	<u>56 %</u>

Public Ways & Facilities

245	ROADS	\$ 60,469,786	\$ 28,408,038	47 %	\$ 52,465,402	\$ 23,139,864	44 %
247	PUBLIC FACILITIES FEES	7,630,298	3,225,589	42 %	1,019,904	803,608	79 %
248	ROADS - IMPACT FEES	5,215,146	747,230	14 %	2,434,600	2,261,351	93 %
TOTAL Public Ways & Facilities		<u>\$ 73,315,230</u>	<u>\$ 32,380,857</u>	<u>44 %</u>	<u>\$ 55,919,906</u>	<u>\$ 26,204,823</u>	<u>47 %</u>

Health & Sanitation

160	HEALTH AGENCY	\$ 22,307,636	\$ 14,675,109	66 %	\$ 18,332,845	\$ 9,112,155	50 %
166	BEHAVIORAL HEALTH	47,927,226	31,148,122	65 %	40,490,561	20,849,658	51 %
TOTAL Health & Sanitation		<u>\$ 70,234,862</u>	<u>\$ 45,823,231</u>	<u>65 %</u>	<u>\$ 58,823,406</u>	<u>\$ 29,961,813</u>	<u>51 %</u>

Public Assistance

106	CONTRIBUTIONS TO OTHER AGENCIES	\$ 1,980,095	\$ 1,867,359	94 %	\$ 487,481	\$ 124,210	25 %
180	SOCIAL SERVICES ADMINISTRATION	59,875,331	40,762,550	68 %	54,268,873	24,923,874	46 %
181	FOSTER CARE-SOCIAL SERVICES	18,121,602	13,293,337	73 %	17,285,105	12,325,131	71 %
182	CALWORKS	14,544,746	9,299,025	64 %	14,173,928	8,025,860	57 %
183	MEDICAL ASSISTANCE PROG	4,267,405	3,835,554	90 %	155,793	59,398	38 %
184	LAW ENFORCEMENT MED CARE	1,841,443	1,374,757	75 %	490,610	339,355	69 %
185	GENERAL ASSISTANCE	1,172,875	708,092	60 %	698,174	251,484	36 %
186	VETERANS SERVICES	398,530	229,405	58 %	65,000	39,367	61 %
350	CO MEDICAL SERVICES PROG	6,166,258	3,740,575	61 %	6,005,451	4,111,663	68 %
351	EMERGENCY MEDICAL SRVS FUND	1,166,002	628,730	54 %	820,400	520,674	63 %
352	CAL HEALTHCARE INDIG PROG	779,450	779,451	100 %	0	0	0 %
TOTAL Public Assistance		<u>\$ 110,313,737</u>	<u>\$ 76,518,835</u>	<u>69 %</u>	<u>\$ 94,450,815</u>	<u>\$ 50,721,016</u>	<u>54 %</u>

Education

215	FARM ADVISOR	\$ 468,177	\$ 295,656	63 %	\$ 6,025	\$ 5,514	92 %
375	DRIVING UNDER THE INFLUENCE	1,423,763	958,604	67 %	1,412,707	1,082,906	77 %
377	LIBRARY	9,138,336	5,877,533	64 %	7,939,609	5,284,162	67 %
TOTAL Education		<u>\$ 11,030,276</u>	<u>\$ 7,131,793</u>	<u>65 %</u>	<u>\$ 9,358,341</u>	<u>\$ 6,372,582</u>	<u>68 %</u>

Recreation & Cultural Services

305	PARKS	\$ 7,842,645	\$ 5,220,185	67 %	\$ 7,847,881	\$ 5,274,126	67 %
TOTAL Recreation & Cultural Services		<u>\$ 7,842,645</u>	<u>\$ 5,220,185</u>	<u>67 %</u>	<u>\$ 7,847,881</u>	<u>\$ 5,274,126</u>	<u>67 %</u>

Debt Service

277	DEBT SERVICE	\$ 2,250,163	\$ 2,244,582	100 %	\$ 2,250,163	\$ 2,240,662	100 %
392	PENSION OBLIGATION BOND DSF	7,993,469	7,923,915	99 %	8,074,000	5,688,514	70 %
TOTAL Debt Service		<u>\$ 10,243,632</u>	<u>\$ 10,168,497</u>	<u>99 %</u>	<u>\$ 10,324,163</u>	<u>\$ 7,929,176</u>	<u>77 %</u>

Financing Uses

102	NON-DEPTL-OTHR FINCNG USE	\$ 13,406,628	\$ 7,413,091	55 %	\$ 4,654,451	\$ 3,747,140	81 %
TOTAL Financing Uses		<u>\$ 13,406,628</u>	<u>\$ 7,413,091</u>	<u>55 %</u>	<u>\$ 4,654,451</u>	<u>\$ 3,747,140</u>	<u>81 %</u>



CAPITAL PROJECTS

200 MAINTENANCE PROJECTS	\$ 6,479,927	\$ 1,700,268	26 %	\$ 2,051,057	\$ 980,677	48 %
230 CAPITAL PROJECTS FUND	<u>18,418,894</u>	<u>4,555,256</u>	<u>25 %</u>	<u>10,642,193</u>	<u>3,660,620</u>	<u>34 %</u>
TOTAL CAPITAL PROJECTS	<u>\$ 24,898,821</u>	<u>\$ 6,255,524</u>	<u>25 %</u>	<u>\$ 12,693,250</u>	<u>\$ 4,641,297</u>	<u>37 %</u>
COUNTY TOTAL	<u>\$ 549,988,508</u>	<u>\$ 332,224,976</u>	<u>60 %</u>	<u>\$ 504,052,630</u>	<u>\$ 287,242,532</u>	<u>57 %</u>
GENERAL FUND TOTAL	<u>\$ 397,575,111</u>	<u>\$ 261,188,203</u>	<u>66 %</u>	<u>\$ 378,820,148</u>	<u>\$ 220,079,422</u>	<u>58 %</u>

### Section 3: Personnel Changes

During the third quarter, the following reclass/reorganization changes were approved by the Board of Supervisors. This report also includes a list of all administrative changes approved by the Human Resources Director under the authority of the Board of Supervisors, and the current vacancy statistics.

#### **Position Allocation Changes Made by the Board of Supervisors:**

##### **Fund Center 141-Agricultural Commissioner-Allocation Change Approved 01/17/12**

Delete	1.50 FTE - 02732 Ag Wts/Measures Tech II-3/4 time
Delete	0.50 FTE - 00819 Ag Inspector Biologist Series-1/2 time
Add	1.00 FTE - 02732 Ag Wts/Measures Tech II
Add	1.00 FTE - 00819 Ag Inspector Biologist Series

##### **Fund Center 132-District Attorney-Allocation Change Approved 02/28/12**

Delete	1.00 FTE - 00883 Secretary I
Delete	1.00 FTE - 08795 Administrative Services Manager
Add	2.00 FTE - 08892 Administrative Services Officer I/II

##### **Fund Center 136-Sheriff-Coroner-Allocation Change Approved 03/06/2012**

Add	4.00 FTE - 00338 Deputy Sheriff-Limited Term
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##### **Fund Center 142-Planning & Building-Allocation Change Approved 03/06/2012**

Add	0.50 FTE - 01709 Resource Protection Spec I/II-1/2 time-Limited Term
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##### **Fund Center 160-Public Health-Allocation Change Approved 03/27/2012**

Delete	1.00 FTE - 00914 Accounting Technician
Add	1.00 FTE - 00906 Accountant I/II

#### **Administrative Changes Made by the Human Resources Department:**

None this quarter.

#### **Employee Vacancy Rate:**

The County employee vacancy rate as of 03/31/2012 is 5.18%. This equates to 125.50 vacant positions.

## **Section 4: Miscellaneous Financial Issues**

### **Appropriation Adjustments**

A total of \$1,521,515 in budget adjustments is recommended as part of the FY 2011-12 third quarter report. A summary of all miscellaneous adjustments requiring Board approval, as well as informational memos from some of the requesting departments immediately follows this section.

### **Acceptance of Donated Gift Funds**

Donations made by individuals and community organizations are accepted by the County and appropriated into the proper departmental budgets on an as needed basis. These donations are used to enhance programs and meet special needs throughout the County. It is recommended that the Board accept donations totaling \$41,836 on behalf of the following County Departments, as noted below:

- FC 377 – Library: \$33,338
- FC 139 – Probation: \$200
- FC 305 – Parks: \$6,719
- FC 180 – Social Services Administration: \$1,579

The Board is asked to approve corresponding appropriation adjustments to transfer gift funds into the operating budgets of Library, Probation, Parks, and Social Services Administration. Memos from the departments are attached.

### **Relief from Accountability**

Requests for relief from accountability are presented to the Board in accordance with Government Code requirements. The action relieves the requesting department from active pursuit of receivables, but does not release the responsible parties from the debt owed. Requests to discharge bad debt are only submitted to the Board for action after an extensive investigation has taken place and the department has reached the conclusion that the debt will not be collected. If a department's collection efforts are unsuccessful, cases are often turned over to the County's contract collection agency.

It is requested that the Board discharge \$1,535 on behalf of the Public Works Department-Services to Special Districts (Fund Center 201) for Engineering Checking and Inspection Agreement charges that have been determined to be non-collectible. A memo from the department is attached.

### **Surplus Vehicles**

Requests to declare County vehicles surplus and authorize their disposal are presented to the Board for consideration. Such requests are typically taken to the Board as a separate item, but it was recently decided to consolidate that item with the third quarter report. County Code Section 2.36.030(5) provides the authority to sell, destroy or otherwise dispose of any personal property belonging to the County and found by the Board of Supervisors not to be required for public use. The attached memo from the General Services Agency requests that the Board declare 18 vehicles surplus and authorize their disposal.

## Summary of FY 2011-12 Third Quarter Miscellaneous Budget Adjustments

<u>FC</u>	<u>Department</u>	<u>Amount</u>	<u>Description</u>
110	Clerk-Recorder	\$ 30,000	Add unanticipated revenue to help cover expenses related to the conduct of the unbudgeted City of San Luis Obispo special elections on August 30th and November 15th.
290	Community Development	\$ 8,750	Transfer from General Fund contingencies for unbudgeted contributions to homeless programs, including \$5,000 for warming stations and \$3,750 for a pilot safe parking program at Prado Day Center.
111	County Counsel	\$ 150,000	Transfer from General Fund contingencies for unbudgeted outside counsel expense in litigation with the Deputy County Counsels' Association (DCCA) and San Luis Obispo Government Attorneys' Union (SLOGAU).
140	County Fire	\$ 66,550	County Fire is requesting approval of two budget adjustments, totaling \$66,550. Please see attached memo from County Fire for additional information.
184	Law Enforcement Medical Care	\$ 110,451	Appropriate AB 109 savings from FC 139- Probation to FC 184- LEMC to cover unbudgeted expenses related to AB 109.
377	Library	\$ 141,459	Appropriate \$141,459 from Library PFF to FC 267- General Government Building Replacement to make the annual loan payment for the Cambria Library.
135	Public Defender	\$ 200,000	Transfer from General Fund contingencies for anticipated unbudgeted court appointed attorney expenses related to capital murder trial.
		\$ 39,440	Add unanticipated revenue from State Aid- Realignment 2011 for unbudgeted expenditures related to responsibility added under AB 109 for representation of indigents in Post Release Community Supervision (PRCS) revocation hearings.
245	Roads	\$ 400,000	Add unanticipated revenue from Highway Users Tax Account (HUTA) to pay for Los Osos road crew personnel.
136	Sheriff-Coroner	\$ 374,865	The Sheriff-Coroner is requesting approval of five budget adjustments, totaling \$374,865. Please see the attached memo from the Sheriff-Coroner for additional information.
	<b>TOTAL</b>	<b>\$1,521,515</b>	



**CAL FIRE**  
**San Luis Obispo**  
**County Fire Department**

635 N. Santa Rosa • San Luis Obispo, CA 93405  
Phone: 805.543.4244 • Fax: 805.543.4248  
[www.cdffslo.org](http://www.cdffslo.org)



*Robert Lewin, Fire Chief*

**TO:** Geoff O'Quest, Administrative Office  
**FROM:** Bill Winter, Administrative Officer-II  
**DATE:** April 16, 2012

**SUBJECT: FY 2011-12 Third Quarter Budget Adjustment Requests**

The third quarter of the fiscal year is when departments typically bring any necessary budget adjustments to the Board for consideration. County Fire is requesting two adjustments to Fund Center 140.

- 1) Request to reallocate \$21,550 from Significant Value Expense (5050415) to Fixed Asset-Equipment (5500030) in order to facilitate the purchase of grant-funded software. This will require a corresponding amendment to the Fixed Asset List.

On November 3, 2009, the Board of Supervisor approved a request from the County Office of Emergency Services to accept the Federal Fiscal Year 2009 Homeland Security Grant. Part of this approval authorized County Fire to purchase \$20,000 in Geographic Information System hardware and software for use by the County Planning Department. At the time, it was anticipated that this purchase would not involve any purchases over \$5,000 and therefore would not require Fixed Asset expenditures or an amendment of the Fixed Asset List.

However, the Planning Department subsequently chose to purchase a software package which cost \$21,550. County Fire completed that purchase in November, 2011, but the funds for the purchase were budgeted in the Significant Value Expense (5050415) account and not to the Fixed Asset-Equipment (5500030) account. In order to complete the purchase of other Fixed Asset items which were included in the budget, County Fire is now requesting this budget adjustment and an amendment to the Fixed Asset list.

The \$21,550 purchase amount is \$1,550 greater than the grant award. The department will request reimbursement for the full amount, in hopes that excess funds will enable the grantor to fund the additional cost. If this does not occur, the department will offset this cost with expenditure savings within its adopted budget.

- 2) Request to reallocate \$45,000 from Other Professional and Special Services (5050300) to Fixed Asset-Equipment (5500030) in order to complete two grant-funded purchases, and to amend the Fixed Asset List accordingly.

County Fire's FY 2011-12 adopted budget includes \$30,000 in revenue from the 2011 Emergency Management Performance Grant (EMPG). These numbers were based on the grant request submitted by the County Office of Emergency Services at the time the budget was adopted, although the exact amount and details of the grant award were not known. As actually awarded to the County, the grant requires County Fire to make two fixed asset purchases. The department is proposing to fund these purchases with expenditure savings in its Other Professional and Special Services (5050300) account.

The first purchase is for a portable generator at an approximate cost of \$30,000. This generator will be used to provide emergency backup power for the department's Alternate Emergency Command Center. \$15,000 of the purchase price will be provided by the grant, with the balance from matching County funds. This request will reallocate \$30,000 from Other Professional and Special Services (5050300) to Fixed Asset-Equipment (5500030), and will also amend the Fixed Asset List to include the portable generator.

The second purchase is for Automatic Vehicle Locator (AVL) software. The department's FY 2011-12 adopted budget included \$55,000 for this purchase in the Fixed Asset-Equipment (5500030) account. Subsequently, the cost increased to approximately \$70,000. The EMPG grant will fund the additional \$15,000, with the \$55,000 budget amount constituting a match. This request will reallocate \$15,000 of expense savings from Other Professional and Special Services (5050300) to Fixed Asset-Equipment (5500030). No amendment to the Fixed Asset List is needed for this purchase, as it was already included in the adopted budget.

The table below lists account details for both requests.

COMMITMENT ITEM DESCRIPTION	DEPARTMENT OR PROJECT TITLE	FUND CENTER	COMMITMENT ITEM	AMOUNT
<b><u>FINANCING SOURCES</u></b>				
Other Professional and Special Services	County Fire	1400000000	5050300	\$45,000
Significant Value Expense	County Fire	1400000000	5050415	21,550
<b>TOTAL FINANCING SOURCES</b>				\$66,550
<b><u>FINANCING USES</u></b>				
GIS Software for Planning Dept	Homeland Security Grant Project	1400000000	5500030	\$21,550
Portable Generator for Alternate Command Center	Emergency Management Performance Grant Project	1400000000	5500030	30,000
Automatic Vehicle Locator Software	Emergency Management Performance Grant Project	1400000000	5500030	15,000
<b>TOTAL FINANCING USES</b>				\$66,550





## County of San Luis Obispo

TO: Board of Supervisors

FROM: Sheriff - Coroner / Ian Parkinson  
781-4540

DATE: 5/8/2012

SUBJECT: Request to approve third quarter budget adjustments and amend the fixed asset list for Fund Center 136-Sheriff-Coroner.

### **RECOMMENDATION**

It is recommended that the Board:

1. Approve an appropriation increase of \$240,000 in Fund Center (FC) 136 – Sheriff-Coroner and a corresponding revenue transfer in from the 2011 Realignment Trial Court Security Trust Fund to offset the cost of the existing court security guard contract previously budgeted by the Superior Court.
2. Approve an appropriation increase of \$28,816 in FC 136 – Sheriff-Coroner and add corresponding revenue in FC 101 – Non-Departmental Revenue and amend the fixed asset list to add two mobile data computers and two in-car cameras totaling \$26,316.
3. Approve an appropriation increase of \$11,033 in FC 136 – Sheriff-Coroner and a corresponding revenue transfer of \$11,033 from the California Law Enforcement Equipment Program (CLEEP) Grant Trust Fund to purchase three memory kits for three virtual servers.
4. Approve a budget adjustment of \$25,016 in FC 136 – Sheriff-Coroner to move appropriation from the special department expense account to the capital outlay account for the purchase of a Polarizing Microscope for the Sheriff's Crime Lab using Federal Grant Funds and approve a corresponding amendment to the fixed asset list.
5. Approve a budget adjustment of \$70,000 in FC 136 – Sheriff-Coroner to move salary savings to various accounts in order to replace in-car cameras in 10 patrol vehicles at the Sheriff's North County sub-station and approve a corresponding amendment to the fixed asset list totaling \$67,500.

A four-fifths (4/5) vote of the Board is required for all items above.

### **DISCUSSION**

The purpose of this report is to request approval from the Board for five (5) budget adjustment requests that were submitted with the third quarter report for the Sheriff's Office as follows:

1. Request to transfer \$240,000 from 2011 Realignment Trial Court Security Trust Fund to the operating budget to pay for Court Security Guards.

The first budget request is for approval to transfer \$240,000 from the 2011 Realignment Trial Court Security Trust Fund to the operating budget to pay for court security guards. In prior years, the State funding went directly to the Courts who in turn paid the Sheriff's Office for court security. In addition, the Courts also paid an outside vendor for court security guards. Through the State's 2011 Public Safety Realignment Act, the Sheriff's Office is now receiving the funding directly where it is posted to a trust account and transferred to the general fund to cover court security costs, which include the cost to cover court security guards projected to be \$240,000 for FY 2011-12. This amount was not budgeted. Therefore, the Sheriff's Office is requesting approval to transfer \$240,000 from the Trial Court Security Fund to the operating budget to pay for the court security guards.

2. Request to purchase two (2) Mobile Data Computer Systems and two (2) in-car cameras to the patrol vehicles related to the California Valley Solar Project in the amount of \$28,816.

On March 6, 2012 (item #18), the Board approved to add staffing and equipment necessary to provide services to California Valley for two solar projects. Included in this request was the purchase of two patrol vehicles for the Sheriff's Office. The current request is for approval to purchase the mobile data computer system and related in-car camera system and training that are needed for each patrol vehicle in the amount of \$28,816. This is an automated, secure mobile data communication system linking the Sheriff's computer-aided dispatch (CAD) system with field units (patrol cars) via use of mobile data software. This system provides automated communication between field dispatchers and field units, reducing response time, improving asset management and protecting confidential information from public broadcast.

3. Request to reclassify the appropriation rolled over from the prior year under account 5050430 Special Department Expense to account 5500030 Capital Outlay in order to purchase a Polarizing Microscope in the amount of \$25,016 for the Crime Lab using the DNA grant that originally went to the Board on December 9, 2008 (item A-22).

On December 9, 2008 (item #22), the Board approved the request for approval to accept \$268,305 in Federal Grant Funds for the Sheriff's Office. It is the recommendation from the Crime Lab staff that the remaining funds from the DNA grant is utilized to purchase a Polarizing Microscope to be used to locate small areas of biological material to facilitate the collection of possible DNA samples. Because the light is polarized, substances not visible in white light become viewable and collectable. During a recent visit from the Department of Justice (DOJ), personnel recommended the use of microscopy during DNA examinations as the only addition to the steps that the Sheriff's Office is currently utilizing.

4. Request to use salary savings to replace in-car cameras to ten (10) patrol vehicles at North sub-station in the amount of \$70,000.

In FY 2010-11, the Sheriff's Office was approved by the Board (February 23, 2010, item # A-19) to purchase and implement the Mobile Data Computer (MDC) project on 44 patrol vehicles using Asset Forfeiture funds. This project provided secure communication between the Sheriff's CAD system with the patrol cars. The current request involves replacing the outdated in-car cameras and recording system that use old technology requiring the use of DVD-R discs that are no longer being made. The new in-car camera system would be directly linked to the MDC system. The current request would cover the ten patrol vehicles at the North sub-station and would include access points, WiFi connection to video storage, cameras and training. In FY 2012-13, the in-car cameras for the patrol vehicles at the South sub-station would be replaced (included in the recommended budget) and in the following year, the in-car cameras for the patrol vehicles at the Coast sub-station would be replaced.

5. Approve a budget adjustment request to transfer funds in the amount of \$11,033 from the California Law Enforcement Equipment Program (CLEEP) Grant to purchase three (3) memory kits for three virtual servers.

In 2001, the Sheriff's Office received CLEEP funding to be used for the purchase of high-technology equipment, software and training. The current balance in the trust fund is \$106,227. The Sheriff's Office is requesting approval to transfer \$11,033 from the CLEEP trust fund by purchasing three memory kits in order to upgrade memory for three virtual servers to increase efficiency of the servers.

#### **OTHER AGENCY INVOLVEMENT/IMPACT**

None

#### **FINANCIAL CONSIDERATIONS**

Commitment Item	BAR #1	BAR #2	BAR #3	BAR #4	Bar #5	Total BARs
<b>Total Revenue</b>	<b>\$240,000</b>				<b>\$11,033</b>	<b>\$251,033</b>
<b>Expense:</b>						
Salaries & Benefits				(\$70,000)		(\$70,000)
Services & Supplies	\$240,000	\$2,500	(\$25,016)	\$70,000	\$11,033	\$298,517
Capital Outlay		\$26,316	\$25,016			\$51,332
<b>Total Expense</b>	<b>\$240,000</b>	<b>\$28,816</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,033</b>	<b>\$279,849</b>
<b>Net County Cost</b>	<b>\$ 0</b>	<b>***\$28,816</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,816</b>

\*\*\* Bar #2- This expense is funded by the sales tax revenue that is funded in FC 101.

No additional General Fund Support is requested for the third quarter budget adjustment requests.

## **RESULTS**

This report provides the overall budget adjustment requests that are included in the Sheriff's Office FY 2011-12 third quarter report. These additions support the County's desired community-wide results of a safe community

# SAN LUIS OBISPO COUNTY HEALTH AGENCY



## ANIMAL SERVICES DIVISION

885 Oklahoma Ave • P.O Box 3760 • San Luis Obispo, Californian 93406  
805-781-4400 • FAX 805-781-1065

*Jeff Hamm*  
*Health Agency Director*  
*Eric Anderson, DVM*  
*Animal Services Manager*



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director  
Eric Anderson, DVM, Animal Services Manager

DATE: April 13, 2012

SUBJECT: Request to approve an amendment to the Fixed Asset List for Fund Center 137-Animal Services to replace one high capacity washer with two smaller industrial washers and a water heater.

### **Recommendation**

It is recommended that the Board approve an amendment to the Fixed Asset List for Fund Center 137-Animal Services to replace one high capacity washer with two smaller industrial washers and to purchase an industrial water heater to support the replacement washers.

### **Discussion**

The FY 2011-12 Adopted Budget includes \$26,000 for the purchase of a 60 pound washer and high capacity dryer for laundry needs at the animal shelter. The current plan is to install the washer and dryer at the Honor Farm to facilitate the use of Honor Farm inmates to do the laundry for the shelter. Based on an evaluation completed by General Services prior to the purchase of the washer; the foundation pad at the Honor Farm is not sufficient to support the 60 pound larger washer as initially planned. Instead, the recommendation from General Services is to purchase two smaller industrial washers with a 30 pound capacity. The cost of the water heater exceeds the capitalization threshold and thus needs to be added to the Capital Asset List as well. Per the Capital Asset Policy, capital assets may be added or changed during the budget year, but the change must be presented to the Board for approval.

### **Other Agency Involvement**

The Animal Services Division has coordinated with General Services to ensure the two washers, one dryer, and one water heater purchased will meet building and facility requirements at the Honor Farm.

### **Financial Consideration**

As noted above, the FY 2011-12 Adopted Budget includes \$26,000 to purchase both a high capacity washer and dryer. The dryer was purchased at a cost of \$4,776

(\$375 less than the original estimate) and does not meet the capitalization threshold of \$5,000 required to classify it as a capital asset. Therefore, a budget adjustment was made to move the cost of the purchase of the dryer from the Capital Outlay to Significant Value account. Quotes for the two smaller washers, plus a needed water heater total \$31,515. The remaining difference of \$5,515, over the budgeted capital purchase, will be covered through other operational savings. Adjustment has no service level impacts, nor any effect on the level of General Fund Support required by the Division.

### **Results**

The old laundry machines at Animal Services are nearing the end of their life span, and have already required service calls this year. With the purchase of the two smaller industrial washers, a new water heater to supply the washers, and an industrial dryer, Animal Services Division will be able to meet the laundry needs of the shelter without interruption of service by utilizing dedicated Honor Farm labor rather than volunteers who have limited time to process laundry.



# **San Luis Obispo City-County Library**

**P.O. Box 8107, San Luis Obispo, CA 93403-8107**

---

995 Palm Street (805) 781-5991  
Library Administration (805) 781-5784

TO: Board of Supervisors

FROM: Brian A. Reynolds – Library Director *BAR*

DATE: May 15, 2012

RE: Gift Fund Trust Account

## **Recommendation**

It is recommended that the Board accept cash donations and approve a budget adjustment in the amount of \$33,337.73 from the Library's gift trust fund to the Library operating budget. This requires a four-fifths vote.

## **Discussion**

This transfer allows the Library to utilize funds contributed by individuals and community organizations in various parts of the County. Library funds have been expended on books, materials and other supplies, as requested by the contributory individuals and organizations. This transfer will reimburse the Library, from the Gift fund, for such monies spent.

## **Other Agency Involvement**

We have coordinated this request with the County Administrative Office.

## **Financial Considerations**

This is a routine transfer procedure with funds contributed from the various communities. No additional funds are requested. This transfer covers January 1 through March 31, 2012 expenditures.

## **Results**

To accept \$33,337.73 in gift funds that will allow the Library to augment services to the public.

Attachments



GIFT FUND TRANSFER REPORT 3rd QUARTER FY 2011 - 2012

Library, Fund 377		Fiscal Year 2011 - 2012	
Date	Vendor	Gift Fund	Payment
	Baker & Taylor	Atascadero Branch Fund - OA	147.68
		Atascadero Gift Book Fund - OA3	399.03
		Atascadero Battle Books - OA6	253.46
		Cambria Comm Council - OC1	739.92
		Cambria Friends - OC2	629.91
		Oceano - Altrusa Fund - OE1	21.07
		Shell Beach Friends Adult - OL1	350.16
		Morro Bay AAUW - OM1	480.69
		Morro Bay Eagles Fund - OM9	110.98
		Morro Bay - Mary Coffeen - OM16	10.27
		Morro Bay - Jacques Vogt - OM17	51.30
		Morro Bay - F Hodges Fund - OM18	17.18
		Nipomo Friends - ON4	992.90
		Nipomo - Helen H Carpenter - ON10	218.23
		SLO - Friends - Adult - OO9C	2,834.07
		SLO - Friends - Book Club - OO9-E	104.40
		SLO - Friends - Reference - OO12	51.38
		SLO - Friends - Juvy - OO14	745.58
		So Co Friends - OS6	1,585.23
		South Bay Library Asc. - OY1	2,480.69
		South Bay - Bill & Joanne Frye - OY3	19.15
		South Bay - Glikbarg - OY5	37.00
	Baker & Taylor Ent	Oceano - Altrusa Fund - OE1	10.47
		Shell Beach Womens Club - OL3	302.94
		Nipomo Friends - ON4	46.66
		SLO - Friends - AV - OO9B	2,576.14
		South Bay Library Asc. - OY1	926.15
	Action for Children	SLO - Friends - Juvy - OO14	16.17
	Amazon	SLO - Friends - AV - OO9B	64.33
		SLO - Friends - Adult - OO9C	38.74
	Am Library Assoc.	SLO - Friends - Juvy - OO14	207.95
	Animal Training Unlmt	SLO - Friends - Juvy - OO14	150.00
	Audio Editions	Morro Bay Eagles Fund - OM9	56.02
		South Bay Library Asc. - OY1	490.24
		Santa Margarita - Friends - OR4	535.07
	Beverlys	SLO - Friends - Adult - OO9C	18.57
	Blackgold	E-Book Resources - GE BOOKS	899.97
		Morro Bay - Friends - OM4	2,915.55
		SLO - Friends - Juvy - OO14	1,050.00

GIFT FUND TRANSFER REPORT 3rd QUARTER FY 2011 - 2012

Library, Fund 377		Fiscal Year 2011 - 2012	
Date	Vendor	Gift Fund	Payment
	Boo Boo Records	SLO - Friends - AV - OO9B	15.07
	Demco	SLO - F & V Crain Memorial - OO19	284.40
	Ebsco	SLO - Friends - Reference - OO12	67.00
	Gale Group	Atascadero Gift Book Fund - OA3	572.67
		Morro Bay - Powell Memorial - OM13	572.67
	Hawthill Press	SLO - Friends - Adult - OO9C	98.10
	Highsmith	SLO - Friends - AV - OO9B	72.60
		SLO - Friends - Juvy - OO14	46.89
	Hobby Warehouse	SLO - Friends - Adult - OO9C	111.73
	Library Store	Morro Bay - Friends - OM4	156.87
	Live Oak Media	SLO - Friends - AV - OO9B	589.32
	Michaels	SLO - Miossi Trust- 009-F	17.22
	Office Max	SLO - Friends - Adult - OO9C	16.69
	Oriental Trading	SLO - Miossi Trust- 009-F	108.46
		SLO - Friends - Juvy - OO14	26.97
		South Bay Library Fund - OY	90.49
	Performer	SLO - Friends - Adult - OO9C	
		Cynthia Wood	100.00
	Performer	SLO - Friends - Book Club - OO9-E	-
		Julie Fallon	100.00
	Performers	SLO - Miossi Trust- 009-F	
		Sit - Stay	25.87
		John McCabe	100.00
		James Locascio	100.00
	Quill	So Co Friends - OS6	31.02
	Random House	South Bay Library Asc. - OY1	72.74
	Scholastic Library	Library Summer Reading - OF2	3,520.52
	SLO Child Abuse Preventio	SLO - Friends - Adult - OO9C	50.00

GIFT FUND TRANSFER REPORT 3rd QUARTER FY 2011 - 2012

Library, Fund 377		Fiscal Year 2011 - 2012	
Date	Vendor	Gift Fund	Payment
	Smart & Final	SLO - Friends - AV - OO9B	29.97
		SLO - Friends - Adult - OO9C	72.53
		SLO - Miossi Trust- 009-F	99.09
	Southeastern Libraries	Morro Bay - Friends - OM4	109.42
		SLO - Friends - Adult - OO9C	247.00
	Staples	SLO - Miossi Trust- 009-F	8.60
	Target	SLO - Miossi Trust- 009-F	43.63
	Upstart	Nipomo Branch Fund - ON	75.42
	Walmart	SLO - Friends - Adult - OO9C	20.79
	Cayucos Library	Cayucos - Staff Hours - OU4	1,170.00
	SLO Library	SLO - Intern Hours - 009-F	1,928.73
	<b>2009 - 2010</b>	<b>Total 3rd Quarter Transfer</b>	<b>\$ 33,337.73</b>

## County of San Luis Obispo



**TO: THE HONORABLE BOARD OF SUPERVISORS**

**FROM: JAMES E. SALIO, CHIEF PROBATION OFFICER**

**DATE: MAY 15, 2012**

**SUBJECT: REQUEST TO ACCEPT A CONTRIBUTION OF \$200 FROM THE  
CALIFORNIA ASSOCIATION OF PROBATION SERVICE  
ADMINISTRATORS**

### **Recommendation**

It is recommended that your Board accept a contribution of \$200 from the California Association of Probation Service.

### **Discussion**

This donation is in the form of two Amazon gift cards valued at \$100 each. The funds will be used to provide services and incentives to juveniles that are not provided for in our regular mandated programs. Examples of items to be purchased using donated funds may be, but are not limited to: special outings or events, educational and recreational activities, graduation presents, program process incentives and attire for job interviews. All other sources of funding are explored before money from donated funds is utilized and funds are to be used for one-time or short-term duration.

### **Other Agency Involvement/Impact**

None.

### **Financial Considerations**

Donations in the amount of \$200 are being accepted by the Board of Supervisors

### **Results**

- To further the outcomes and successes of juvenile programs.
- To improve the community by providing services that assist juveniles to be successful in the community.



County of San Luis Obispo General Services Agency

## COUNTY PARKS

Janette D. Pell, Director

Curtis Black, Deputy Director

TO: Board of Supervisors

FROM: Janette Pell, General Services Agency Director

DATE: April 16, 2012

RE: Gift Fund Trust Account  
Electronic BAR #1112106

### **RECOMMENDATION**

It is recommended that the Board accept cash donations and authorize a budget adjustment in the amount of \$6,719 from Park's gift trust fund to the Park's operating budget. This requires a fourth-fifths vote.

### **DISCUSSION**

This transfer allows County Parks to utilize funds contributed by individuals and community organizations in various parts of the County. Parks funds have been expended on providing free recreational swim, free swim lessons and aquatic equipment and support, as requested by the contributory organizations. This transfer will reimburse County Parks', from the gift trust fund, for such monies spent.

### **OTHER AGENCY INVOLVEMENT**

This request has been coordinated with the County Administrative Office and the Auditor Controller's Office.

### **FINANCIAL CONSIDERATIONS**

This is a routine transfer procedure with funds contributed from the various communities. No additional funds are requested. This transfer covers donations received from January 1, 2012 through March 31, 2012.

### **RESULTS**

Accepting \$6,719 in gift funds that will allow County Parks to augment services to the public.

**TO: Honorable Board of Supervisors**

**FROM: Leland W. Collins**  
**Social Services Director**

**DATE: April 17, 2012**

**SUBJECT: Request to approve an appropriation transfer in the amount of \$1,579 from the Social Services Gift Trust Fund to the Social Services Administrative budget (Fund Center 180) to meet special needs for children and adults.**

**Recommendation**

It is recommended that your Board approve an appropriation transfer in the amount of \$1,579.00 from the Social Services Gift Trust Fund to the Social Services Administrative operating budget to purchase special services for children and adults.

**Discussion**

Donated funds are accumulated in a gift trust account when they are received. After acceptance by your Board, they are transferred to Fund Center 180, Social Services Administration. The funds are used to help children, adults, and families who have special needs that are not provided for in our regular mandated programs. Examples of items to be purchased using Donated Funds may be, but are not limited to: Special outings or events, educational and recreational camps or activities, club memberships, graduation presents, school events requiring uniforms, swimming, music or dance lessons, medical care not covered by Medi-Cal, family-building activities, and crisis intervention services. All other sources of funding are explored before money from donated funds is utilized and funds are to be used for one-time or short-term duration.

**Other Agency Involvement/Impact**

None.

**Financial Considerations**

Donations in the amount of \$1,579.00 are being transferred from the gift trust account to Fund Center 180, Social Services Administration.

**Outcome**

- To enhance the quality of personal life for children, adults and families and/or to enhance the quality of services provided by regular mandated programs.
- To improve the well being of our community through services that protects children and adults and focus on personal responsibility.



# SAN LUIS OBISPO COUNTY DEPARTMENT OF PUBLIC WORKS

Paavo Ogren, Director

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County Government Center, Room 207 • San Luis Obispo CA 93408 • (805) 781-5252

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Fax (805) 781-1229

email address: [pwd@co.slo.ca.us](mailto:pwd@co.slo.ca.us)

April 16, 2012

**TO:** Jim Grant, County Administrator  
**FROM:** Will Clemens, Department Administrator  
**VIA:** Dave Flynn, Deputy Director of Public Works  
**SUBJECT:** FY11-12 Third Quarter Report - Request for Relief From Accountability

## Summary

The Public Works Department requests relief from accountability for the Engineering Checking and Inspection Agreement (Agreement) charges that has been determined non-collectible. This action will remove the non-collectible balance totaling \$1,535.46.

## Discussion

Within the Public Works Department, Development Services provides engineering and surveying services for land development benefiting the private development community, the County, and other public agencies. Development Services' revenues include direct billings related to the review of land development requests for subdivision and planned developments, and are deposited into the County's General Fund.

In this case, Development Services provided Tract Map application and inspection services to Nipomo Oaks, a General Partnership (Nipomo Oaks) between 2006 and 2011. After exhausting collections efforts, Nipomo Oaks balance due remains \$1,535.46, as displayed on Attachment A.

Public Work's normal collection procedure for delinquent Agreement accounts is to make several attempts to contact the applicant for payment, after which, the account is sent to collections handled by The Credit Bureau of San Luis Obispo. This account was sent to collections on December 30, 2011. On January 13, 2012, The Credit Bureau informed us that the Partnership had been dissolved and there is no other responsible party to reassign the account.

## Other Agency Involvement

The Administrative office presents this item for approval to the Board of Supervisors and the Auditor-Controller's office processes the journal entry to adjust the accounts receivable balance.

## Financial Considerations

This write off has an insignificant impact on the General Fund.

## Desired Results

Removal of this non-collectible account from accounts receivable will terminate collection efforts and remove the item from delinquent reports.



# ATTACHMENT A

## ENGINEERING CHECKING AND INSPECTION AGREEMENT

WHEREAS, James Bednar, Partner - Nipomo Oaks, A General Partnership, hereinafter referred to as "Applicant," has applied for, and received, preliminary approval of Tract 2732 (hereinafter "Project") from the County of San Luis Obispo, a political subdivision of the State of California, hereinafter referred to as "County";

NOW, THEREFORE, THIS AGREEMENT made and entered into this 15 day of August, 20 06, by and between the Applicant and the County;

### WITNESSETH:

1. The Applicant shall reimburse the County for the cost of checking of the subdivision map, the Project improvement plans, and the cost of inspection of any such improvements by the San Luis Obispo County Department of Public Works. For all services rendered by County personnel, or its consultants, the Applicant shall be charged and pay to the County the actual cost. The County shall invoice the Applicant for such plan checking and/or inspection costs, if any; and amounts unpaid thirty (30) days from the date of the County's invoice shall bear interest at the rate of 1% per month beginning thirty (30) days after the date of said invoice.
2. Permission is hereby granted to the County, or its authorized agent, to enter upon the land which is the subject of the Project for the purpose of inspection of any and/or all work to be done under the agreement.
3. The Applicant shall employ an engineer of work to provide inspection during the course of construction, to certify to the County Department of Public Works that the improvements were installed in accordance with approved plans, and to submit as-built plans to the County Department of Public Works. If the engineer of work is other than the designing engineer or is replaced during the course of construction, the County Department of Public Works shall be notified in writing; and each such engineer of work shall certify as to their respective involvement. The County Department of Public Works may make such additional inspections as is deemed necessary and shall be available to review field conditions and/or proposed changes with the engineer of work.
4. It is understood and agreed by and between the Parties hereto that this agreement shall bind the heirs, executors, administrators, successors and assigns of the respective Parties to this agreement.
5. If there is any change to the Billing Address shown below, the Applicant shall provide notice, in writing, to the County Department of Public Works at County Government Center, Room 207, San Luis Obispo CA 93408.
6. If there is any change in ownership of the Project, the Applicant herein named shall remain bound by all provisions of this Agreement, including payment of all amounts required in Paragraph 1 above, until a new Agreement is provided to the County by the new owner of the Project and all amounts due under the original Agreement have been paid. Provided, however, the rights of the County and obligations of the Applicant named herein under Paragraph 7 (indemnification) shall survive any such termination.
7. The Applicant shall defend, indemnify and save harmless the County of San Luis Obispo, its officers, agents and employees from any and all claims, demands, damages, costs, expenses, judgements, or liability occasioned by the performance or attempted performance of the provisions hereof,



or in any way arising out of this Agreement, including, but not limited to, those predicated upon theories of violation of statute, ordinance or regulation, violation of civil rights, inverse condemnation, equitable relief, or any wrongful act or any negligent act or omission to act on the part of the Applicant or of agents, employees or independent contractors directly responsible to the Applicant; providing further that the foregoing obligation to defend, indemnify, and save harmless shall apply to any wrongful acts, or any passively negligent acts or omissions to act, committed jointly or concurrently by the Applicant, the Applicant's agents, employees, or independent contractors and the County, its agents, employees, or independent contractors. Nothing contained in the foregoing indemnity provisions shall be construed to require the Applicant to indemnify the County against any responsibility or liability in contravention of Section 2782 of the Civil Code.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year first above written.

APPLICANT

James Bedman

COUNTY OF SAN LUIS OBISPO  
NOEL KING, Director of Public Works

By: \_\_\_\_\_  
RICHARD MARSHALL  
Development Services Engineer

BILLING ADDRESS:

Nipomo Oaks, A General Partnership

Name

P O Box 15747

Street and P.O. Box

<u>San Luis Obispo</u>	<u>CA</u>	<u>93406</u>
City	State	Zip

805 773-4603

Phone Number (8:00 a.m.-5:00 p.m.)

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03/30/12

**SAN LUIS OBISPO COUNTY**  
**Customer Balance Detail**

As of February 29, 2012

Type	Date	Num	Account	Amount	Balance
<b>201R11D637 - (COLLECTIONS) NIPOMO OAKS</b>					0.00
Invoice	7/15/2008	7897	SURVEYOR-TR ...	907.94	907.94
Invoice	8/14/2008	7922	SURVEYOR-TR ...	212.93	1,120.87
Invoice	9/16/2008	7943	SURVEYOR-TR ...	16.60	1,137.47
Invoice	10/1/2009	FC 5934	SURVEYOR-TR ...	66.82	1,204.29
Invoice	10/31/2009	FC 6006	SURVEYOR-TR ...	4.98	1,209.27
Invoice	11/30/2009	FC 6050	SURVEYOR-TR ...	11.93	1,221.20
Invoice	12/31/2009	FC 6092	SURVEYOR-TR ...	12.44	1,233.64
Invoice	1/31/2010	FC 6141	SURVEYOR-TR ...	12.57	1,246.21
Invoice	2/28/2010	FC 6239	SURVEYOR-TR ...	11.48	1,257.69
Invoice	3/31/2010	FC 6262	SURVEYOR-TR ...	12.82	1,270.51
Invoice	4/30/2010	FC 6322	SURVEYOR-TR ...	12.53	1,283.04
Invoice	5/31/2010	FC 6355	SURVEYOR-TR ...	13.08	1,296.12
Invoice	6/30/2010	FC 6377	SURVEYOR-TR ...	12.78	1,308.90
Invoice	7/31/2010	FC 6424	SURVEYOR-TR ...	13.34	1,322.24
Invoice	8/31/2010	FC 6462	SURVEYOR-TR ...	13.48	1,335.72
Invoice	9/30/2010	FC 6485	SURVEYOR-TR ...	13.17	1,348.89
Invoice	10/31/2010	FC 6557	SURVEYOR-TR ...	13.75	1,362.64
Invoice	11/30/2010	FC 6589	SURVEYOR-TR ...	13.44	1,376.08
Invoice	12/31/2010	FC 6620	SURVEYOR-TR ...	14.03	1,390.11
Invoice	1/31/2011	FC 6667	SURVEYOR-TR ...	14.17	1,404.28
Invoice	2/28/2011	FC 6683	SURVEYOR-TR ...	12.94	1,417.22
Invoice	3/31/2011	FC 6723	SURVEYOR-TR ...	14.44	1,431.66
Invoice	4/30/2011	FC 6742	SURVEYOR-TR ...	14.12	1,445.78
Invoice	5/31/2011	FC 6786	SURVEYOR-TR ...	14.73	1,460.51
Invoice	6/30/2011	FC 6814	SURVEYOR-TR ...	14.41	1,474.92
Invoice	7/31/2011	FC 6843	SURVEYOR-TR ...	15.03	1,489.95
Invoice	8/31/2011	FC 6874	SURVEYOR-TR ...	15.18	1,505.13
Invoice	9/30/2011	FC 6904	SURVEYOR-TR ...	14.85	1,519.98
Invoice	10/31/2011	FC 6932	SURVEYOR-TR ...	15.48	1,535.46
Invoice	11/30/2011	FC 6960	SURVEYOR-TR ...	15.15	1,550.61
Invoice	12/31/2011	FC 6989	SURVEYOR-TR ...	15.79	1,566.40
Credit Memo	1/12/2012	8605	SURVEYOR-TR ...	(30.94)	1,535.46
Total 201R11D637 - (COLLECTIONS) NIPOMO OAKS				1,535.46	1,535.46
<b>TOTAL</b>				<b>1,535.46</b>	<b>1,535.46</b>



County of San Luis Obispo General Services Agency

## GENERAL SERVICES

Janette D. Pell, Director

Katie Perez, Deputy Director

**TO: Board of Supervisors**

**FROM: Janette Pell, General Services Agency Director**

**DATE: April 16, 2012**

**SUBJECT: Request to declare eighteen (18) vehicles surplus and authorize disposal**

### **RECOMMENDATION**

General Services Agency recommends your Board:

- Declare the attached list of eighteen (18) vehicles as surplus,
- Authorize removal from the County fleet, and
- Authorize their sale to recover salvage value in accordance with County Code Section 2.36.030 (5).

### **DISCUSSION**

The General Services Agency Director acts as the Purchasing Agent and is charged with the responsibility to handle and dispose of surplus property. Your Board is routinely requested to declare items surplus for their disposal and recovery of salvage value. The resale of county vehicles is authorized by County Code Section 2.36.030 (5). This code provides the authority to sell, salvage, destroy or otherwise dispose of any personal property belonging to the county and found by the Board of Supervisors not to be required for public use.

Fleet Services has examined each of the eighteen (18) vehicles listed on the attached table and recommend that they be declared surplus. It is important that this equipment be re-marketed in an expeditious manner in order to optimize the resale value.

The sale of surplus vehicles represents revenue to the County. The vehicle sale proceeds are allocated to the appropriate funds. In the case of grant-funded vehicles, the net proceeds from disposal are returned to the contributing department. In the case of Fleet owned vehicles, the net proceeds are returned to the capital investment fund for purchase of future replacement vehicles.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

All departments participate in utilizing the fleet in some form. Departments and Fleet Services coordinate the regular replacement and disposal of vehicles as part of ongoing Fleet Services operations.

## **FINANCIAL CONSIDERATIONS**

The sale of surplus vehicles represents revenue to the County, which is allocated to the appropriate funds. In the case of grant-funded vehicles, the net proceeds from disposal are returned to the contributing department. In the case of Fleet owned vehicles, the net proceeds are returned to the capital investment fund for purchase of future replacement vehicles. An estimate of the revenue that is generated by the sale of these vehicles is not known at this time since revenue realized is subject to variability associated with market conditions.

## **RESULTS**

Periodic disposal of County surplus generates revenue and frees up limited storage space. Staff utilizes the most practical and efficient methods of disposal, thereby enhancing the County's surplus operations and contributing to a well governed community.

### **County of San Luis Obispo General Services Agency Surplus Equipment List**

<b>Eq #</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Meter</b>	<b>Vin</b>	<b>Department</b>	<b>Notes</b>
287	2001	Chev	Malibu	30,297	1G1ND52JX16238779	Child Services	Surrendered grant vehicle
352	1997	Chev	S-10 4X4	80,576	1GCCT14X4V8144967	Fleet Services	
529	2001	Dodge	Neon	97,713	1B3ES46CX1D218290	Probation	Accident Damage
875	2001	Ford	Taurus	99,712	1FAFP55U11G113906	Fleet Services	
1056	2001	Ford	F 250	101,329	1FTNF20L61EB25728	PW	
1083	2002	Ford	F 550	160,294	1FDAF56F52EB80475	PW	
1084	2002	Ford	E 250	118,174	1FTNE24L52HA65695	PW	Transmission
1103	2003	Ford	F 450	139,751	1FDXF46S23EB70716	PW	
1244	2007	Ford	Crown Vic	90,539	2FAFP71W97X129552	Sheriff	
1246	2008	Ford	Crown Vic	111,502	2FAFP71V58X148799	Sheriff	
1248	2008	Ford	Crown Vic	123,749	2FAFP71V38X148798	Sheriff	Totaled
1249	2008	Ford	Crown Vic	100,300	2FAFP71V88X148800	Sheriff	
1250	2008	Ford	Crown Vic	91,508	2FAFP71VX8X148801	Sheriff	SAVP # 1817
1251	2008	Ford	Crown Vic	103,966	2FAFP71V18X148797	Sheriff	
1252	2008	Ford	Crown Vic	85,200	2FAFP71VX8X148796	Sheriff	
1253	2008	Ford	Crown Vic	101,156	2FAFP71V78X150411	Sheriff	
01930	2007	Chev	Malibu	86,380	1G1ZS58F37F235743	Sheriff	
2010	2008	Dodge	Caravan	135,527	1D8HN44H58B156810	Mental Health	

<b>Section 5: Capital and Maintenance Projects Managed by the General Services Agency and Public Works Department</b>
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The following charts are provided to keep the Board apprised of the status of various capital and maintenance projects managed by the General Services Agency and capital projects managed by the Public Works Department.



**GENERAL SERVICES AGENCY CAPITAL PROJECTS UPDATE**  
**3rd Quarter FY 2011-12**

Project No.	Project Title	Total Funding Appropriated	Total Amount of Funding Expended and Encumbered	% of Budget Expended and Encumbered	Project Budgeted through: Design, Construction, or Other	Funding Source	Project Phase Completion Percentage									
							0-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-100%
PROGRAMMING																
1 320022	Parks - SLO - Bob Jones Trail Extension (Higuera St) (see 300020 & 300021)	1,485,000	0	0%	C	Public Facilities Fees - Parks										
2 320015	Parks - Avila - Avila Beach to Harford Pier Trail Connector	300,000	197,346	66%	D	PG&E Settlement Obligation										
3 320013	Parks - Cayucos - Old Creek Connection Programming and Morro Bay to Cayucos Connector NEPA	250,000	28,884	12%	D	Fed 200,000; State 37,500; 12,500 Parks Fund										
4 300044	Parks - Arroyo Grande - Bliddle Park Master Plan	100,000	88,012	88%	D	Public Facilities Fees - Parks										
5 300020	Parks - Avila - Bob Jones Trail Extension (Ontario Rd) (see 320022)	700,000	653,182	93%	D	400,000 Fish & Game/ 300,000 SLOCOG										
6 300030	Parks - Nipomo - Park Master Plan Development	300,000	277,053	92%	D	100,000 Public Facilities Fees - Parks; 200,000 Quimby Fees - South County Sub-Fund										
DESIGN																
7 330016	Airports - SLO - Runway Safety Area Improvements	32,620	0	0%	C	Airport Enterprise Fund										
8 320042	Parks - Los Osos - ADA Playground Installation	355,323	249,490	70%	C	68,506 Title-Derived Product Grant; 155,150 Land & Water ADA Conservation Grant; 86,644 CWADA funds UPDATE: 11/15/11 Bd Date - 68,506 Title Grant reduced \$(21,507) & \$86,644 CWADA increased \$66,530										
9 320035	General Government - North County - "One Stop" Service Center (Extension of 300048)	4,359,400	1,209,076	28%	C	4,359,400 Capital Projects Fund Balance (continuation of 300048). (Note: 825,762 PFF Gen Govt orig funding source eliminated in FY11-12 budget process.) (Note: Estimated Total Cost excludes 32% of Capistrano property purchase= 1,092,224.)										
10 320030	Library - Atascadero - Atascadero Library Expansion	499,300	371,248	74%	D	56,650 Public Facilities Fees - Libraries; 35,000 Library's Atascadero Building Expansion Designation; 91,650 Friends of the Libraries. (Note: Estimated Total Cost excludes 68% of Capistrano property purchase = 2,320,976.)										
11 320032	Probation - SLO - Juvenile Hall Expansion	1,768,000	1,562,380	88%	D	75% of construction cost (13.1M) is State SB 81 funding; 3,623,661 Juvenile Hall Building Designation & in-kind match funds; 750,000 Project 320032 (Note: The State SB 81 funding yet to be formally allocated by the BOS)										
12 320021	Health - Operations Center - Animal Services Expansion & Remodel	1,267,600	283,815	22%	C	1,131,900 Facility Planning Reserves; 135,700 Building Replacement Reserve										
13 300015	Airports - SLO Airport - New Rental Car Facilities	1,969,700	373,277	19%	C	County Financing repaid with CFC-Rental Cars revenues										
14 300022	Parks - Avila - Cave Landing Trail	732,745	183,428	25%	C	Fish & Game (Unocal Grant)										
15 300034	Sheriff - Women's Jail Expansion, Phase 1	2,484,000	2,474,754	100%	D	75% of construction cost (25.1M) is State AB 900 funding; 694K GF (allocated); 1.29M Fac Planning Reserve (allocated); 6.4M Detention Fac Reserve (5M allocated); 1.29M in-kind match (Note: The AB 900 funding yet to be formally allocated by the BOS)										
16 320047	Parks - Santa Margarita Lake - Construct New Boat-In Campsites	558,000	0	0%	C	Ca Dept of Boating and Waterways Grant										
17 320046	Parks - Santa Margarita Lake - Upgrade Existing Boat In Camps	300,000	665	0%	C	Ca Dept of Boating and Waterways Grant										
BIDDING																
18 320039	General Services Agency, Information Technology - County Operations Center - Replace Main Vault Tower	144,700	15,418	11%	C	Building Replacement Reserve										
CONSTRUCTION																
19 330017	Airport-SLO-New Terminal Design Development	1,147,502	0	0%	C	\$1,090,127-FAA AIP Grant, \$57,375 Passenger Facility Charges										
20 340005	Golf Courses - Morro Bay Golf Course - New Modular Office	46,700	20,906	45%	C	Risk Mgmt Loss Prevention Initiative Fund										
21 330015	Airports - SLO - Enclose Terminal Landing	135,000	125,607	93%	C	Loan Tax Reduction Reserve										

Project No.	Project Title	Total Funding Appropriated	Total Amount of Funding Expended and Encumbered	% of Budget Expended and Encumbered	Project Budgeted through: Design, Construction, or Other	Funding Source	Project Phase Completion Percentage									
							0-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-100%
22	320014	Airports - SLO -Parking Lot Upgrades	700,000	416,863	C	Loan Tax Reduction Reserve										
23	320033	Health - SLO - Health Campus Renovations - Close Out (Extension of 320002)	265,877	215,356	C	Extension of project 320020 with original funding sources: 3,193,633=water; 306,367 FBA; 73,000 fr finished project 300095; Fac Plan Res 1,770,000										
24	320016	Fire - Avila - Apparatus Bay Expansion	541,800	534,999	C	Public Facilities Fees Avila - Fire										
25	320008	Fire - Creston - Fire Station and Design	3,919,288	3,701,813	D	3,795,538 Public Facilities Fees - Fire; 123,750 Public Facilities Fees - Law Enforcement. (Note: Estimated Total Cost excludes property purchase of 185,062)										
CLOSE OUT																
26	320031	Probation - SLO - Construct Unisex ADA Restroom at Casa Loma Facility	120,900	111,659	C	Building Replacement Reserve										
27	320023	Parks - Atascadero - Construct Heilmann Park Maintenance Facility	799,000	544,723	C	Public Facilities Fees - Parks. (Note: Revised scope reduced Estimated Total Cost of construction from original estimate.)										
HOLD																
28	320038	General Services Agency, Information Technology - SLO - Data Center Remodel	182,000	16,008	C	Building Replacement Reserve										
29	320028	Library - Cambria - Cambria Library Expansion	98,984	85,375	D	25,892 Library Facilities Planning Resrv; 73,092 Friends of the Libraries. (Note: Estimated Total Cost excludes the 2.8 million property purchase approved 10/27/09.)										
30	300101	Parks - Nipomo - Park Playground Replacement	250,000	0	C	Public Facilities Fees - Parks										
31	300025	Parks - Arroyo Grande - New Biddle Park Playground Equipment	153,800	2,229	C	Public Facilities Fees - Parks										
32	300032	Parks - Cayucos - Norma Rose Park Design/Development	600,000	260,361	C	Public Facilities Fees - Parks										
UNASSIGNED																
33	320044	General Services Agency, Information Technology - Grover Beach - Install Fiber Lateral	159,900	0	C	Facilities Planning Reserve										
34	320037	General Services Agency, Information Technology - SLO - Extend Nacimiento Fiber	490,300	0	C	Building Replacement Reserve										
35	320019	General Services Agency, Information Technology - Backup Computer Facility	275,000	0	C	Facility Planning Reserves										
36	320020	Probation - Juvenile Services Center - New Parking Area	61,500	55,737	C	Facility Planning Reserves										
37	340002	Golf Courses - Morro Bay Golf Course - Replace Water Line	100,000	69,778	D	100,000 Facilities Planning Reserve (temporary source of funding)										
38	300041	Courts - Courthouse Annex - Courtroom ADA Remediation	195,600	14,597	C	Courthouse Construction Fund										
COMPLETED THIS FISCAL YEAR																
330012	Airports - SLO - New Terminal Aircraft Parking Ramp															
320026	Public Works-Operations Center-Upgrade Waterline to New Women's Jail															
300021	Parks - Avila - Bob Jones Trail Extension (San Miguel/Front St) (see 320022)															
CANCELLED THIS FISCAL YEAR																



**GENERAL SERVICES AGENCY MAINTENANCE PROJECTS UPDATE**  
3rd Quarter FY 2011-12

Project No.		Project Title	Total Funding Appropriated	Total Amount of Funding Expended and Encumbered	% of Budget Expended and Encumbered	Project Budgeted through: Design, Construction, or Other	Funding Source	Project Phase Completion Percentage									
								0-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-100%
PROGRAMMING																	
1	350069	General Government - Courthouse Annex - Upgrade Public Elevator	200,000	61,644	31%	C	General Fund										
2	350034	Health - Operations Center - Animal Services - Roof Replacement	141,700	240	0%	C	General Fund										
3	300128	SLO - Johnson Avenue Property Analysis	354,000	190,489	54%	C	Facilities Planning Reserve										
4	300090	General Government - SLO - 1144 Monterey St. Monitoring Wells Abandonment and Remediation	180,567	180,074	100%	C	General Fund										
DESIGN																	
5	350042	Sheriff - West Jail - Security Screens	29,500	9,434	32%	C	General Fund										
BIDDING																	
CONSTRUCTION																	
6	350097	Department of Social Services - SLO - Higuera St Carpet Install, Phase 2	202,900	115,411	57%	C	202,900 Department of Social Services Operating Budget										
7	350096	Probation - Juvenile Services Center - Replace JSC Sinks and Toilets	201,900	100,320	50%	C	General Fund										
8	350087	Probation - Juvenile Services Center - Replace Juvenile Hall West and Center Unit Doors	291,300	189,101	65%	C	General Fund										
9	350084	General Government - ARRA - EECBG - HVAC - Various Facilities	742,420	742,158	100%	C	American Recovery and Reinvestment Act (ARRA) - EECBG										
10	350078	Health - SLO - Lab Expansion, Phase 3	329,670	313,298	95%	C	HRSA Grant										
11	350080	Parks - Los Osos - Elfin Forest Restoration	27,000	25,258	94%	C	25,000 Coastal Impact Assistant Program (CIAP) Federal Grant; 2,000 Parks fund match										
12	350010	Countywide Community Buildings Renovations	642,126	184,476	29%	C	472,346 Prior Yr Balance Carried Forward to FY10-11; 20,000 FY10-11; 150,000 from Sale of Cal Valley parcels										
13	350002	General Government - Courthouse Annex - Implement Office Consolidation	1,674,400	1,549,278	93%	C	General Fund										
CLOSE OUT																	
14	350082	General Government - ARRA - EECBG - Lighting - Various Facilities Exterior and Interior	341,702	341,702	100%	C	American Recovery and Reinvestment Act (ARRA) - EECBG										
HOLD																	
15	350051	General Services Agency, Information Technology - Old Courthouse - Data Center Reorganization	58,400	29,405	50%	C	General Fund										
16	350066	Parks - Lopez Lake - Infrastructure Upgrades	184,480	157,259	85%	C	96,055 Prop 40 Grant; 66,987 Parks Ops; 2,938 Prop 40 Grant; 18,500 Gen Fund (transfer from 350039)										
UNASSIGNED																	
17	350095	General Services Agency, Information Technology - Rocky Butte - Replace Generator Set	60,400	-	0%	C	General Fund										
18	350092	Sheriff - County Operations Center - Construct Main Jail Evidence Storage Room	107,500	-	0%	C	53,750 General Fund; 53,750 Sheriff Ops (Asset Forfeiture Trust)										
19	350088	Sheriff - County Operations Center - Replace Main Jail Mechanical Room Plumbing and Pumps	120,000	-	0%	C	General Fund										
20	350081	Parks - Coastal Dunes - Renovate Restroom	75,000	37,347	50%	C	45,000 Off Highway Motor Vehicle Fund; 30,000 Parks Ops										
21	350022	General Government - Old Courthouse - Exterior Paint	102,700	8,877	9%	D	General Fund										
COMPLETED THIS FISCAL YEAR																	
350096		Grande Vets Hall Restrooms ADA (see 350010.09)															
350052		Public Works - Operations Center - Water Quality Lab Improvements															
350029		Library - SLO - Remodel Circulation Desk/Set Checkout															
CANCELLED THIS FISCAL YEAR																	

**PUBLIC WORKS DEPARTMENT CAPITAL PROJECTS UPDATE**  
**3rd Quarter FY 2011-12**

WBS No.	Project Title/Description	Total Funding Appropriated	Total Amount of Funding Expended	% Budget Expended	Project Budgeted through: Design, Construction, or Other	Funding Source	Estimated Project Milestone Phase Completed at 06/30/12	Project Milestone Phase Completion Percentage for 11/12 FY									
								0-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-100%
PRELIMINARY ENGINEERING																	
300430	Air Park Drive Br @ Oceano Beach Lagoon	50,777	413	1%	Partial Pre Eng	Fed Aid	Partial Pre Eng										
300439	El Camino Real @ Santa Margarita Creek Br	6,535	786	12%	Partial Pre Eng	Road Fund	Partial Pre Eng										
300461	Flood Cntrl Zn 3 Access Rd to Domestic Tank	125,000	6,447	5%	Construction	Outside Agencies	Pre Eng										
300465	Oceano Drainage	248,995	16,025	6%	Design	CDBG, Caltrans Minor A, State Hwy Account	Pre Eng										
552R235689	Flood Cntrl Zn 3 33" Pigging Project	30,000	1,181	4%	Preliminary Eng	Outside Agencies	Pre Eng										
PERMITTING																	
300386	Templeton Rd Safety Imp SR 41 to S El Pomar	826,782	254,884	31%	Env Document	Prop 1B, Fed HRRR, Road Fund	Partial Permit										
DESIGN																	
300136	Price Canyon Road Widening	445,895	47,509	11%	Design	Fed Aid, St STIP, APCD, Bike Lane Cont., Road Fund	Partial Design										
300150	Main Street Hwy 101 PSRPDS	502,057	4,765	1%	Env Document	Templeton RIF	Partial Design										
300372	Halcyon/Rt 1 Realignment Phase 1	400,000	3,926	1%	Design	Nipomo 2 RIF	Partial Design										
300382	River Grove Drive Bridge	635,480	66,625	10%	Partial Design	Fed HBP, Road Fund	Partial Design										
300383	Co. Serv. Area 10-A Waterline Improvements	0	19,572	0%	N/A	CSA 10A Water Sales	Partial Design										
300385	Branch Mill Road Bridge	713,861	70,266	10%	Design	Fed HBP, Road Fund	Partial Design										
300387	Geneseo Road Low Water Crossing	919,866	10,628	1%	Partial Right of Way	Fed HBP, Road Fund	Partial Design										
300397	La Panza Road Widening	1,372,773	156,092	11%	Env Document	Prop 1B, Road Fund	Design										
300404	16th St Ped RR Xing San Miguel	225,805	25,034	11%	Construction	USHA, Fed Aid	Partial Design										
300432	Cypress Mountain Rd Br @ Klau Creek	266,389	43,372	16%	Design	Fed Aid	Partial Design										
300437	Vineyard Drive Bike Lanes	633,000	29,844	5%	Construction	State Aid	Partial Design										
300458	Nad Water Proj Control Pwr Transnformr for A-SG-1	19,646	3,927	20%	Construction	Nacimiento Water Sales	Design										
535R155712	Booster Office Remodel/Repair	54,802	474	1%	Construction	Outside Agency	Partial Design										
589R80200	Co. Serv. Area 18 Digitized Map	20,544	2,475	12%	Construction	CSA 18 Reserves	Design										
RIGHT OF WAY																	
300180	Main Street Br @ Santa Rosa Ck	4,076,094	105,158	3%	Construction	Prop 1B, Fed Aid, Road Fund	Partial Right of Way										
AD-15																	
300369	Flood Ctrl Zone 3 Rodriguez Waterline Xing	540,194	86,167	16%	Partial Construction	Outside Agencies	Partial AD-15										
300463	Co. Serv. Area 16-Wtr State Water Turnout	379,078	3,213	1%	Construction	CSA 16 Reserves	Partial AD-15										
CONSTRUCTION																	
300142	Willow Road Interchange	14,356,938	5,478,471	38%	Construction	Nipomo RIF, Fed and State Aid	Partial Const										

WBS No.	Project Title/Description	Total Funding Appropriated	Total Amount of Funding Expended	% Budget Expended	Project Budgeted through: Design, Construction, or Other	Funding Source	Estimated Project Milestone Phase Completed at 06/30/12	Project Milestone Phase Completion Percentage for 11/12 FY									
								0-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-100%
300153	San Simeon Ck Br. 3.6 Mi E of Hwy	1,727,430	1,559,044	90%	Env Mitigation	Fed HBP, Road Fund	Const										
300154	San Simeon Ck Br. 2.6 Mi E of Hwy	1,454,730	1,269,358	87%	Env Mitigation	Fed HBP, Road Fund	Const										
300349	Avila Beach Dr/1st St Traffic Signal	57,947	13,551	23%	Construction	Diablo Mitigation Funds	Const										
300359	14th RR Ped Xing San Miguel	100,000	114,903	115%	Construction	USHA	Const										
300360	Price Cyn Rd Br-Edna (UPRR) Overhd	2,571,384	79,334	3%	Construction	Fed HBP, Road Fund	Partial Const										
300361	Price Cyn Rd Br-West Corral de Piedra	2,400,504	88,096	4%	Construction	Fed HBP, Road Fund	Partial Const										
300388	Mission St Enhancement Phase III	299,426	297,959	100%	Construction	Community Dev. Block Grant	Const										
300411	State Water CVP-SCADA System Renovation	50,878	51,100	100%	Construction	Water Sales Revenue	Const										
300417	A/C Overlay Willow Road	1,594,126	1,519,281	95%	Construction	Prop 1B	Const										
300422	A/C Overlay 10-11	229,374	14,530	6%	Construction	Road Fund	Const										
300425	ADA Ramp Construction 2011	60,000	44,199	74%	Construction	Road Fund	Const										
300428	Ferrasse Road Creek Crossing	1,224,277	1,148,177	94%	Construction	Grants, Mitigation Funds and Road Fund	Const										
300435	Maria Vista Estates Onsite Improvements	1,500,917	47,348	3%	Construction	Performance Bond Proceeds	Partial Const										
300448	Los Osos Wastewater Project	173,398,416	3,816,596	2%	Construction	USDA and SRF Loans/Grants	Partial Const										
300449	Templeton Road Guardrail	55,287	62,534	113%	Construction	Road Fund	Const										
300450	Nipomo Lighting Haystack Bridge Lights	70,000	21,198	30%	Construction	Nipomo Ltg Reserves	Partial Const										
300459	Nac Water Prg Modification of Fiber Optic Pullboxes	183,018	127,301	70%	Construction	Nacimiento Water Sales	Const										
300460	Flood Cntrl Zn 3 WTP Chemical Containment Imp	65,000	2,928	5%	Construction	Outside Agencies	Partial Const										
300462	Flood Cntrl Zn 3 Sample Station Reloc Avila Beach	15,000	9,019	60%	Construction	Outside Agencies	Const										
300466	ADA Ramp Construction 2012	0	0	0%	Construction	Road Fund	Partial Const										
300467	A/C Overlay 11-12	1,223,899	3,135	0%	Construction	Road Fund	Partial Const										
320026	Co. Ops. Ctr. Waterline Connection to CMC	723,275	343,030	47%	Construction	General Fund	Const										
535R155711	Salinas Dam Booster Pump Station Upgrade	1,152,295	421,814	37%	Construction	Outside Agency	Const										
575R600102	Co. Serv. Area 1 Galaxy Park Pump Control Panel	25,000	89	0%	Construction	CSA 1 Revenues and Reserves	Partial Const										
<b>ENVIRONMENTAL MITIGATION</b>																	
300129	Willow Rd Extension	4,879,010	3,845,092	79%	Env Mitigation	Nipomo 1 RIF, General Fund Loan	Partial Env Mit										
300353	Harmony Valley Rd Left Turn Channel Imp	281,705	22,066	8%	Env Mitigation	State STIP	Partial Env Mit										
<b>ON HOLD</b>																	
300140	Southland On-Ramp	175,000	0	0%	On Hold	Nipomo 1 RIF	On Hold										
300147	Tefft Street & Hwy 101 Ramp Relocation	0	0	0%	N/A	N/A	On Hold										
300223	Buckley Rd TWL TL Santa Fe to Thread	0	0	0%	N/A	N/A	On Hold										
300279	Co. Serv. Area 10-A New Storage Tank	21,501	17,084	79%	Partial Pre Eng	Reserves	On Hold										
300289	South Frontage Road Construction	0	0	0%	N/A	N/A	On Hold										
300321	Channel & Left Turn Ln Los Berros/Thompson	148,585	0	0%	Permitting	Nipomo 2 RIF	On Hold										
300348	LTL on Nacimiento Lake Dr @ Adelaide Rd	82,750	1,126	1%	AD-15	Nacimiento RIF	On Hold										
300352	Orcutt Rd Widen & Vert. Curve Corr.	0	0	0%	N/A	N/A	On Hold										

WBS No.	Project Title/Description	Total Funding Appropriated	Total Amount of Funding Expended	% Budget Expended	Project Budgeted through: Design, Construction, or Other	Funding Source	Estimated Project Milestone Phase Completed at 06/30/12	Project Milestone Phase Completion Percentage for 11/12 FY									
								0-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-100%
300364	San Luis Bay Dr. Interchange Imp.	197,188	0	0%	Design	Avila RIF	On Hold										
300368	Co. Serv. Area 16-Wtr Repl Water Main on Ctr	22,492	0	0%	Env Document	Reserves	On Hold										
300380	Orchard Ave Two Way LTL s/o Southland	0	0	0%	N/A	N/A	On Hold										
300384	Los Berros at Dale Left Turn Lane	0	0	0%	N/A	N/A	On Hold										
300393	Main Street Storm Drain	0	0	0%	N/A	N/A	On Hold										
300399	Changeable Message Signs on 101 & 227	167,611	0	0%	Construction	State Aid	On Hold										
300415	Pomeroy Rd & Augusta	198,131	3,308	2%	Partial Utility Coord	Pomeroy RIF	On Hold										
300431	Davenport Creek Rd @ Davenport Creek	304	0	0%	N/A	N/A	On Hold										
300434	Huasna River Bridge Replacement	25,000	0	0%	Partial Pre Eng	Fed Aid	Partial Pre Eng										

**Additional Comments or Explanation**

AD-15: Public Works Department Procedural Memorandum reference number for advertising, bidding, and awarding public work construction contracts.  
N/A (Not Applicable): Projects with no budget or projects that do not conform to our standard project phases.

## Section 6: Federal Stimulus Update

### Purpose

The purpose of this report is to provide a status update on the County's projects and programs funded with American Reinvestment and Recovery Act (ARRA) funds through the end of the third quarter of FY 2011-12.

### History

On Tuesday, February 17, 2009, President Barack Obama signed into law H.R. 1, the American Economic Recovery and Reinvestment Act (ARRA). This \$787.2 billion measure was to be the largest single infusion of spending (\$575.3 billion) and tax cuts (\$211.9 billion) into the economy in American history. In an effort to stimulate economic growth and create jobs, the measure contained funding for more than 75 federal programs, many of which were intended to benefit programs and services provided by local governments. Certain programs were to provide funding directly to local governments through already established formulas or procedures, whereas with other programs, the federal funds were allocated using a competitive grant process.

As reported in the FY 2009-10 year end status report to the Board, at the start of the federal stimulus program, the County applied for funding totaling \$102,403,588 through either the ARRA competitive grant process or by an established formula. Details pertaining to ARRA funding by department are noted below.

Total amount of funding applied (competitive and formula based) for	\$102,403,588
Amount of competitive grant funds <u>not</u> awarded	\$ 2,655,586
Public Works Department – Los Osos Sewer	\$ 87,000,000
Amount of ARRA funds granted to County to all other programs/projects (non-Los Osos Sewer)	\$ 12,748,002

The County applied for approximately \$95.2 million in competitive grants and loans. A total of \$92.56 million in grants and loans has been awarded to the County—approximately \$85 million on a competitive basis and \$7.01 million on a formula basis. This enabled various County departments to increase and/or maintain levels of services currently being provided. At the end of the first quarter of FY 2010-11, the County's ARRA funding had increased to \$99,894,745.

### Status at the end of the Third Quarter

At the end of the third quarter, \$2,006,021 has been invoiced against or received, bringing the actual amount of ARRA funding received through the end of the third quarter of FY 2011-12 to \$25,638,503. In the second quarter, the amount received was reported as \$40.8 million; however, due to a reporting error, that number was incorrect.

One of the major objectives of ARRA was the saving and creation of jobs. At the end of the third quarter, ARRA funding received by the County enabled approximately 42.66 jobs to be maintained or added:

- 23.22 were specifically related to ARRA funded contracts;
- 19.44 were related to County staff.

Following is a summary of the competitive and formula grants that were awarded to various County departments:

### **Competitive Grants**

- The Public Works Department received \$87 million (\$4 million in grants and an \$83 million low interest loan) from the United States Department of Agriculture (USDA) for the Los Osos Sewer project. During the third quarter of FY 2011-12, \$1,613,301 was spent on activities associated with the Los Osos Sewer bringing the total funding expended for the project to date to \$12,954,133 in FY 2011-12. Bids were advertised for the MidTown Restoration site and collection system sites A and D. The engineering agreement for the treatment facility preliminary design was approved. Real property continues to be acquired in anticipation of construction; This project has created or maintained a reported 17.06 jobs (5.97 – County; 11.09 – contractor).
- The Planning Department received Energy Efficiency and Conservation Block Grant funds which created/maintained a reported 20.83 jobs (11.46-County, 9.37-Contractor). A total of \$265,775 was spent through the third quarter of FY 2011-12, bringing the cumulative funding total for the project to \$1,669,941. These funds were used for the following:
  - The Planning Department: 1) the draft Green Build ordinance is expected to be released in the fourth quarter along with a survey; 2) an informational EnergyWise implementation plan is scheduled for Board review in the fourth quarter; and 3) specialized tools continue to be added to the energy tool lending library at Cuesta College;
  - The General Services Agency: All lighting projects (a total of 10) have been completed. The South County Regional Center HVAC retrofit is completed, bringing the total number of buildings retrofitted to ten; the retrofit of the last building, the County's computer room, will begin in the fourth quarter. The yearly savings for these projects is estimated to be 5.23 MWH of electricity consumption, \$1,377 savings in energy costs, and 7.8 Mte CO2 savings in green house gases.
  - The Public Works Department: A bike lane which closes the gap between the City of Paso Robles and Templeton, is complete. The project included the addition of new metal beam guard rails, road widening, chip sealing, and restriping of the road. The bike lane provides 590 linear feet in each direction, for a total of 1,180 linear feet of new bike lanes, and it is projected that the new lanes will contribute to saving 0.257 gallons of fuel and 5.143 lbs of emissions per day.

### **Formula Grants**

- The Probation Department continues to hold "Thinking for Change" sessions; a total of \$45,790 was expended in the third quarter of FY 2011-12 for expenses associated with holding the sessions. This funding allows the department to retain two existing Deputy Probation Officer positions.
  - The Planning Department:
    - Homeless Prevention and Rapid Re-housing Program: \$81,155 in ARRA funds were expended in the third quarter of FY 2011-12; a total of 2.77 jobs (.01-County, 2.76 - nonprofits) were reported as created or maintained. Quarterly
- County of San Luis Obispo Fiscal Year 2011-12 Third Quarter Financial Report

activities included case management, outreach, housing search and placement, and rental assistance for households at risk of becoming homeless and homeless households. A total of 30 persons (17 households) received financial assistance during the quarter and 22 persons (12 households) received housing relocation and stabilization services.

Additional details pertaining to the third quarter results for the County's various federal stimulus programs can be found on the County's website ([www.slocounty.ca.gov](http://www.slocounty.ca.gov)).



## **Section 7: Annual Debt Review**


The following is an annual debt review provided by the Auditor-Controller, confirming that the County is in compliance with legal debt limitations, and providing comments on the County's overall debt.

**County of San Luis Obispo**  
**Office of the Auditor-Controller**  
1055 Monterey Street Room D220  
San Luis Obispo, California 93408  
(805) 781-5040 FAX (805) 781-1220



**GERE W. SIBBACH, CPA**  
**JAMES P. ERB, CPA, Assistant**  
**LYDIA CORR, CPA, Deputy**  
**JAMES HAMILTON, CPA, Deputy**  
Email auditor@co.slo.ca.us

TO: JIM GRANT, COUNTY ADMINISTRATIVE OFFICER

FROM: GERE SIBBACH, AUDITOR-CONTROLLER 

DATE: MAY 9, 2012

SUBJECT: ANNUAL DEBT REVIEW

The County's debt management policy contains the following language:

*"The County Administrator should report at least once per year to the Board of Supervisors confirming whether the County is in compliance with legal debt limitations and also commenting on the County's overall debt burden as to prudent levels for future budget management and maintenance of strong credit ratings."* The Auditor's Office is providing this information pursuant to the debt policy requirement.

**Legal Debt Margin:**

The County's Comprehensive Annual Financial Report (CAFR) contains a 10 year history of the legal debt margin. As of June 30, 2011, SLO County's legal debt limit was calculated at \$525,474,000 based on a factor of 1.25% of total assessed values. The County's total debt applicable to the legal limit was only \$11,888,000 so SLO County is safely well under the debt limit. The County was below the legal debt limit for each of the 10 years displayed in the CAFR. There have been no new issuances of general obligation bonds since June 30, 2011, so the County remains in compliance with legal debt margins.

**Current Debt Burden:**

SLO County has several other types of debt outstanding. These include Certificates of Participation (COPs), Pension Obligation Bonds, and Revenue Bonds of various types. These issues are not directly serviced by a levy of property taxes, and so the legal debt limit does not apply. Nevertheless, it is important to carefully monitor and control the level of these obligations. This is to maintain a strong debt rating and to prevent debt service from absorbing too much of available resources. Accordingly, the adopted budget for the County Administrative Office includes a performance measure with the goal of keeping annual general fund backed debt service to no more than 5% of the annual general fund budget. Bond rating agencies generally agree that 5% or less is an indicator of a manageable debt load.

As of June 30, 2011, the CAFR showed outstanding principal balances due of \$274,301,000 for business type activities. This is debt of our enterprise funds, the largest portion of which is \$196,410,000 for the Nacimiento Water Pipeline. These debts are serviced by charges to users or to contracting cities and districts, not the County General Fund. During the current fiscal year, \$14,425,000 of business type debt is scheduled to be retired.

As of June 30, 2011, the CAFR showed outstanding principal balances due of \$151,402,000 for governmental type activities. This is debt of our general and special revenue funds, the largest portion of which is \$122,689,000 of pension obligation bonds (POBs). During the current fiscal year, \$4,185,000 of this debt is scheduled to be retired.

For the current 2011-2012 fiscal year, approximately \$2,250,000 of debt service principal and interest on COPs and \$7,993,000 on POBs is budgeted to be paid from the general fund. This represents about 2.7% of the general fund budget, significantly within the targeted level of no more than 5%.

#### **Current Status and Outlook:**

All scheduled principal and interest payments for fiscal 2011-2012 so far have been made on time.

One of the many requirements to participate in bond issuance is that an annual credit rating is calculated by an independent rating agency. Credit ratings are used by investors to determine the risk involved on any debt issuance. On May 4, 2012 Fitch reaffirmed the County's implied general obligation rating of AA+. A rating of A is the second highest rating and denotes investment grade debt issuance. AA rating indicates a very strong capacity for payment of financial commitments and is not significantly vulnerable to foreseeable events. Fitch provides this service for 16 California Counties, of which, one was higher (AAA), three are equal (AA), and eleven are lower (A) than San Luis Obispo County. Higher credit ratings result in decreased interest costs.

#### **Recent New Debt:**

As of August 1, 2011 there was a sale of \$22,750,000 of revenue bonds to refinance existing debt for the Lopez Dam retrofit. This was done solely to save money for the water contracting agencies, primarily the three south county cities. It is not a County General Fund obligation.

The Public Works Department sold \$8,677,000 of short term Bond Anticipation Notes to provide cash flow for the Los Osos Sewer Project. These notes will be retired when long term low interest loans from the state and federal governments are received, neither of which will be County General Fund obligations.

**Anticipated New Debt:**

The Nipomo Community Services District had previously requested that the SLO County Financing Authority sell special assessment bonds to fund a water pipeline from Santa Maria. This would require voter approval from property owners in the area of benefit. Since last year's debt report, the District has decided that it can issue the bonds without assistance of the Financing Authority. The District is in the process of holding a vote of the property owners. If these bonds are issued, they will not be an obligation of the County.

The County is in the process of refinancing its 2002 COP series. Primary use of these certificates was to partially fund construction of the New Government Center. Prevailing market rates are such that significant savings can be realized from refinancing this debt. If the new issue is approved by the Board of Supervisors and market conditions remain favorable, approximately \$23,000,000 of refunding lease revenue bonds will be issued in mid July, 2012 and are expected to result in debt service savings in excess of \$2,000,000 over the remaining life of the bonds.

## Section 8: Update on Implementation of 2011 Public Safety Realignment

This section provides an update on the implementation of the 2011 Public Safety Realignment Plan approved by the Board of Supervisors on October 11, 2011.

### **Background**

On April 4, 2011, Assembly Bill (AB) 109 was signed into law. As of October 1, 2011, this bill transferred responsibility for incarcerating or supervising certain offenders from the State to counties.

### **AB 109 Offenders Received by the County To Date**

AB 109 re-assigned three groups of offenders previously served through the state prison and parole system to local jurisdictions in three ways, beginning October 1, 2011:

1. *Post-Release Community Supervision (PRCS).* These are non-violent, non-serious, non-sex offender offenders who have completed their term in state prison and are released on parole. They now spend up to three years under the supervision of the County Probation Department instead of the California Department of Corrections and Rehabilitation's (CDCR) parole division. Offenders in this category may have had prior convictions for violent or serious crimes.
2. *New Convictions or "N3's."* These are offenders convicted of non-violent, non-serious, non-sex offender (N3's) crimes. These sentences are now served in county jail instead of state prison. Offenders in this category cannot have had prior convictions for violent or serious crimes.
3. *New Commitments for State Parolees.* Parolees who were released before October 1, 2011 or who are not eligible for PRCS continue to be supervised by the CDCR. Offenders in this category who violate the terms of their release and have their parole revoked by CDCR now serve their commitments in county jail instead of state prison.

The table below compares the number of offenders received by the County through the end of March 2012 in each of these three categories to the number of offenders that were originally projected. The projections were based on numbers provided by CDCR last summer, and were included in the AB 109 Implementation Plan approved by the Board in October.

AB 109 OFFENDER CATEGORY	PROJECTED	ACTUAL
<b>COMMUNITY SUPERVISION</b>		
PRCS Received in County since October 2011	117	147
<b>COUNTY JAIL</b>		
New Crimes Sentenced under AB 109 (N3's)	61	83
State Parolees and PRCS Offenders with Revocations	18	105
<b>Total:</b>	<b>79</b>	<b>188</b>

As the table shows, the numbers of offenders in all categories have exceeded the original projections. A total of 83 offenders have been sentenced to jail time instead of prison since October. Of these, only 6% (5) have received a "split sentence" in which the judge may order a portion of the time be served outside the jail, provided certain conditions are met, such as participation in treatment or programs. Of even greater note, however, is the number of



offenders serving time in the jail because their release under PRCS or State parole has been revoked. Of the 105 in jail at the end of the third quarter, 82% (86) were State parolees. Only 18% (19) were serving for violating the terms of their PRCS release.

#### **Program Implementation Status**

The following table shows the status of each of the 14 programs in the 2011 Public Safety Realignment Implementation Plan approved by the Board in October:

PROGRAM	DEPARTMENT	STATUS
<b>1. Offender Housing (Jail)</b>		
Remodel Jail Modular Housing (add 48 beds)	Sheriff	Complete.
Add Jail Correctional Staff	Sheriff	Hiring underway.
Expand Home Detention Program	Sheriff	Developing concept of two tier fee schedule.
Add Mental Health Therapist at Jail	Health Agency	Implemented.
Add Jail Medical Care Services	Health Agency	Implemented.
<b>2. Offender Supervision</b>		
Post-Release Community Supervision (PRCS)	Probation	Implemented.
Electronic Monitoring Program	Probation	Implemented.
Pre-Trial Services	Probation	On hold.
<b>3. Offender Treatment &amp; Programming</b>		
Collaborative Reentry Program	Health Agency	Implemented
Jail Treatment Program	Sheriff	Pilot project implemented.
Cognitive Behavioral Program	Probation	To begin in May.
Day Reporting Center	Probation	Vendor selection underway.
Community-Based Drug & Alcohol Treatment	Health Agency	Implemented.
Sober Living Program	Health Agency	Implemented.

#### **Receipt of State AB 109 Funding - Year to Date**

State funding for AB 109 activities began to flow in September 2011. These funds are meant to fund the remaining nine months of the fiscal year following implementation of AB 109 in October 2011. However, funds are allocated by the State on a 12 month schedule, running from September 2011 through August 2012, and Counties must therefore accrue the last two months to FY 2011-12. A total of \$2.2 million was allocated to San Luis Obispo by the State for AB 109 expenditures. The Board added these funds to the budget on October 11, 2011 (item A-2). The table below summarizes receipts through March, 2012.

FY 11-12 BUDGET	SEPT Actual	OCT Actual	NOV Actual	DEC Actual	JAN Actual	FEB Actual	MAR Actual	Year to Date
\$2,200,557	137,808	185,295	214,414	156,835	157,564	268,521	167,748	\$1,288,185

<b>YTD Target:</b>	58%
<b>YTD Actual:</b>	58%

<b>Variance through March:</b>	\$11,862 or +.5% of budget
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